

Cardiff University and the University of Waikato

Collaborative Seed Fund – Guidelines for Applicants

1. Purpose

- 1.1. In November 2021, the University of Waikato (UoW) and Cardiff University (CU) signed a Strategic Partnership Agreement to promote innovative collaboration and co-operation in the pursuit of academic and professional excellence.
- 1.2. This collaborative seed fund was established to support the development of the Strategic Partnership between CU and UoW.
- 1.3. This seed fund will support staff at CU and UoW to develop collaborative teaching and/or professional services projects as well as research projects that have clear outcomes and a pathway to develop and sustain the collaboration.
- 1.4. The seed fund aims to support and grow collaboration across teaching (all subject areas), professional services and research (all fields), between both institutions.
- 1.5. To support capability development, we particularly encourage proposals that are led by or include early career staff.
- 1.6. The aim of the fund is to support the outcomes stated in the Strategic Partnership Agreement. Priority will be given to **high quality proposals** that support one or more of the following strategic aims:
 - 1.6.1. Collaborative teaching initiatives that support the student experience;
 - 1.6.2. Exchange of academic and professional knowledge, including sharing of good practice;
 - 1.6.3. Research collaboration, including the promulgation of research outcomes;
 - 1.6.4. Acquisition of joint research funding;
 - 1.6.5. Joint centres of teaching / professional excellence / research;
 - 1.6.6. Exchange programs, including researchers, academic and professional staff,
 - 1.6.7. Joint activities, including meetings, seminars, symposia, lectures, workshops, and conferences; and
 - 1.6.8. Partnerships with industry in New Zealand and the United Kingdom.
 - 1.6.9. During the pandemic, virtual interaction has been the modus operandi of collaboration. In light of the success of this interaction, applications for virtual activity (non-travel) will continue to be welcomed.

2. Eligibility

- 2.1. A lead investigator/project lead is required from both CU and UoW. Lead investigators must be staff on continuing appointments or fixed term staff whose contract extends

beyond the term of the funding. Funding can be used to support the travel of PhD students.

- 2.2. Individuals may only be involved in up to two proposals per year, either as lead investigator on one proposal and associate investigator on another, or as an associate investigator on two proposals.
- 2.3. Lead investigators on projects funded in the previous round may not apply as a lead investigator in the next round. A current lead investigator may apply as an associate investigator as long as they are not already an associate investigator on an active project.
- 2.4. An investigator from a university other than CU / UoW can be included in the project team but you cannot apply for funding to support them or their activities/travel.

3. Value

- 3.1. The maximum value of each project is 10,000 GBP or 20,000 NZD total (or a combination of the two such that the overall value does not exceed the equivalent of 10,000 GBP or 20,000 NZD). Funding will not be transferred between organisations, so activities delivered at CU or at UoW will be funded by the relevant host organisation.
- 3.2. The total funding pool available for the seed fund in each round (with a maximum of two rounds per annum) is 30,000 GBP from CU and 60,000 NZD from UoW.
- 3.3. Funding requests do not need to be matched equally up to the value of 20,000 NZD / 10,000 GBP but full funding requests from one partner are only likely or be considered in exceptional circumstances.
- 3.4. It is the intention that each call will fund projects in all three streams (research, teaching and professional services). The amount allocated to each stream will vary, depending on the submissions received and the priorities of the two universities.
- 3.5. For Cardiff University, funds will be transferred to successful candidates before the end of the financial year.
- 3.6. The funding cycle is 12 months for each call but the working project time is 6 months (as specified in the 'Key Dates' document). However, the project working time can be extended if there is a good reason, as long as the money is transferred by the end of the financial year.

4. Applications

- 4.1. There are two calls per year for applications to the seed fund (with due dates in April and October). Details and deadlines for each call are outlined in the Key Dates document on the partnership websites.
- 4.2. Head of School/Division/Department sign off is required before the proposal can be submitted.
- 4.3. Applications can be made by completing the UoW/CU application form. This form contains details of any further information required (including CV and budget form)

- 4.4. The completed form should be emailed to global@waikato.ac.nz, cath.battersby@waikato.ac.nz and morgana11@cardiff.ac.uk.

5. Seed Fund Budget

- 5.1. Applicants should provide a costing within their application. That costing should include a breakdown of the projected costs. This costing will inform the selection panel when awarding funding.
- 5.2. Project teams are advised to work with their Research Management Advisor/Line Manager (UoW) or School's research/finance office (CU) to prepare a realistic budget and complete the separate budget spreadsheet.
- 5.3. Eligible costs

Eligible	Ineligible
<ul style="list-style-type: none"> ● Research materials / consumables ● Analytical costs ● Fieldwork/data collection ● Reasonable travel costs (including visas), accommodation¹ and subsistence (for guidance see your institution's policies²) ● Software access (for collaborative projects/benefit) ● Short-term research or specialist support deemed vital to the project ● Costs associated with organising hybrid events/conferences/workshops ● Costs associated with appropriate cultural support (for example, koha, kaumatua etc.) ● Translation costs ● Travel to meet up at a research facility or other global partner's campus 	<ul style="list-style-type: none"> ● Salary costs³ ● Overheads ● Capital expenditure ● Open access fees or any publication costs ● Travel to conferences/conference fees

¹ Accommodation costs are to be included in the budget of the home institution. For example, a Waikato staff member travelling to Cardiff needs to include accommodation costs in the Waikato budget.

² The seed fund will cover flights in economy class but the cost to upgrade can be supplemented by other sources.

³ The fund is not intended to cover staff costs or time, or to fund fixed term contract extensions

Whereas staff salary costs are not eligible to be funded – costs for very short-term research or specialist support, vital to the success of the project will be considered i.e costs to employ students and / or research assistants in support of the PI / project

6. Selection

- 6.1. Proposals will initially be assessed internally (by international deans/associate deans research/peer reviewers).
- 6.2. Funding decisions will then be made by a joint committee made up of members from both CU and UoW (representing expertise in research, teaching and professional services).
- 6.3. Decisions will be made based on proposal quality and budget. Final decisions will be made with an overarching consideration for the need for balanced support of teaching, professional services and research projects.
- 6.4. Funding will then be allocated from either/both universities. All applications need to be written in language that is suitable for a multi-disciplinary panel to read and assess.

7. Assessment Criteria

- 7.1. Funding decisions will be made on a several criteria.
- 7.2. The assessment panel will allocate funding across the three streams (teaching, research, professional).

Criteria	Score out of
<i>Excellence</i>	20
<i>Novelty/innovation</i>	20
<i>Project impacts</i>	25
<i>Partnership impact</i>	25
<i>Reputation building / enhancement</i>	10

8. Awarding

- 8.1. Upon confirmation from the International Office that an application for seed funding has been successful, applicants are free to commence their projects.
- 8.2. Please note that if a successful applicant cancels their project, they must inform the International Office immediately so that funding records can be updated.
- 8.3. At Waikato - the funds will be transferred and set up as a project account in the project accounting system.
- 8.4. At Cardiff - The funds will be allocated from the International Office to the respective school/lead investigator. **It is the responsibility of the School / College to ensure that the funds can be appropriately transferred and for the Spring call, the transfer must be completed before the end of Cardiff financial year.**

- 8.5. Accommodation/travel bookings, visas, Covid-19 testing/vaccination requirements and changes to government travel advice is the responsibility of the applicants. University accommodation cannot be guaranteed.

9. Reporting Conditions

- 9.1. The outcomes described in the application form will form the basis for measuring the project's success.
- 9.2. Recipients of the seed fund are expected to provide a final report on the project within 2 months of completion of the project and there will be an additional follow up from the International Office within 12 months to capture outputs, next stage funding etc
- 9.3. Any unspent funds will be recouped at the end of the funding period.
- 9.4. Please return completed reports to [Cath Battersby](#) (UoW) or [Anne Morgan](#) (CU) It should be noted that individuals will not be able to partake in applications to future rounds of funding if they have an outstanding report from a previously funded project.