1. BACKGROUND

The University of Queensland and the University of Exeter believe that the most complex of global challenges – ranging from food and water security, political instability, healthy ageing and mental health – require interdisciplinary research that spans institutions, countries and even continents. The two Universities therefore joined together to create the QUEX Institute, through which our talented academic staff can work together so that their distinct perspectives and expertise can be brought to bear on global challenges. Building on a platform of active collaboration and academic exchange, we will build capacity and jointly invest in enhancing the opportunities for our researchers to work together.

In support of this vision, the QUEX Institute will offer two funding schemes, the Initiator Grant Scheme and the Accelerator Grant Scheme. There will be annual calls for each scheme to promote a broadening of academic and research collaboration between UQ and Exeter.

The first round of the QUEX Institute Initiator Grant Scheme is now open to applications, with a closing date of 28th February 2018.

You may read more about the QUEX Institute at these links: [https://global-engagement.uq.edu.au/quex](https://global-engagement.uq.edu.au/quex) and [http://www.exeter.ac.uk/quex/](http://www.exeter.ac.uk/quex/).

2. OBJECTIVES

Initiator Grants are intended to provide seed funding to promote joint projects. These grants are smaller and intended to build collaborative activities which will refine research or education ideas. Examples include research visits or small workshops to formulate joint research projects or larger grant submissions, or development of an innovative shared education programme.

They can be used as a stand-alone award or, where appropriate and available, as a step towards applying for external funding. For example, Initiator Grants may support a pipeline of projects and research teams in preparation for the subsequent launch of the QUEX Accelerator Grants Scheme, which will support larger scale initiatives with the aim of attracting external funding and/or producing high level outputs. There will be an opportunity to submit a bid to the Accelerator Grant Scheme later in the year.

In summary, the key aims of the Initiator Grants are:

- To address research questions with potential for high impact that could not be as effectively carried out by a partner on its own.
- To facilitate exploration of novel research concepts to a point at which significant external funding can be sought.
- To facilitate the development of new, shared educational provision leading to significant curriculum enhancement and student experience.
- To promote and facilitate ground breaking interdisciplinary research.
- To demonstrate clearly the added value of the QUEX Institute.

In 2018 applications will primarily be sought from the three current themes of the partnership:
- Healthy Ageing
- Physical Activity and Nutrition
- Environmental Sustainability

However, some funding will also be allocated for applications in other areas to support expansion of the partnership to additional discipline areas/themes.

3. FUNDING DETAILS

Applications up to a maximum GBP £10,000 / AUD $16,000 will be invited.

Funding will be provided to the nominated lead applicant who will be responsible for all arrangements for any events, activities and participation.

It is proposed that up to 9 initiator awards are funded in 2018. All funded applications will be promoted via the QUEX Institute website and are expected to be completed in a six-month period from the award date.

4. ELIGIBILITY CRITERIA

The Initiator Grants will be available to the whole academic community at Exeter and Queensland.

Eligible costs under the grants include:

- travel and subsistence
- external speakers/facilitators
- equipment (small purchases only, justifiable in line with project deliverables)
- venue and catering costs.

The following items are not eligible for funding under this scheme:

- academic salaries
- student fees / tuition
- indirect costs and overheads associated with internal research facilities.

•
5. APPLICATION PROCESS

Lead applicants should discuss their application with the appropriate QUEX Theme Lead at the home institution in advance of submission (for details of Theme Leads see table in section 10 - Contacts). Lead applicants for applications not relating to one of the three themes can talk to the general UQ and Exeter contacts listed at section 10.

Applicants will need to fill out the Initiator Fund application form in conjunction with their counterpart(s) at the partner institution. A lead applicant will need to be nominated for each application, to whom Initiator Grant funds will be transferred if successful.

Applicants should ensure that activities are planned and scheduled accordingly, so that in the event of an award, activities can be undertaken rapidly. We expect projects to be completed within the stated deadlines of 6 months for Initiator projects.

Applications should be submitted to both institutions at the below email addresses by 28th February 2018.

Exeter: QUEX@exeter.ac.uk
UQ: globalstrategy@uq.edu.au

All applications will be jointly assessed and shortlisted by each University’s Stage One Review Panel and shortlists submitted to the QUEX Institute Strategy Board for formal approval. Lead applicants will be notified within the specified timeframe (see Key Dates in section 8).

6. ASSESSMENT CRITERIA

Applications will be assessed via a competitive selection process on the basis of the following criteria:

• Quality of initiative/ activity plan as outlined in the application.
• Potential of the initiative to expand upon existing or newly-identified areas for collaboration based on mutual synergies.
• Contribution of the initiative to advancing the QUEX Institute partnership.
• Where relevant, alignment with QUEX theme.
• Perceived value for money of the initiative.
• Strength of anticipated outcomes and benefits.

Please refer to Annex A for further information regarding the assessment criteria.

7. FEEDBACK AND RESUBMISSIONS

Please note that feedback is not provided for Initiator Grant Scheme projects. Resubmission is by invitation only. Please refer to Annex B for Pitfalls and Top Tips to assist with preparing your submission.

8. KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2018</td>
<td>Calls for round one announced</td>
</tr>
<tr>
<td>28th Feb 2018</td>
<td>Application deadline</td>
</tr>
<tr>
<td>30th Mar 2018</td>
<td>Applicants notified of outcome.</td>
</tr>
<tr>
<td>30th Sept 2018</td>
<td>Initiatives must be completed and reports submitted.</td>
</tr>
</tbody>
</table>

9. GRANT ACQUITTAL AND REPORTING

Awardees must agree to adhere to all requirements related to the receipt of funding including deadlines and procedures for acquittal of funds and reporting on outcomes.

Awardees will have up to a maximum of 6 months after the award date to utilise the funds for the successful project or initiative. Funds that are not utilised within the specified period will be withdrawn.

Upon completion of the project and within 12 months of the award date, awardees will be required to submit a brief report outlining the successes and outcomes of the project. Report forms will be provided to Project Leads.

This report will be utilised by the QUEX Institute for the follow up of potential opportunities, reporting on outcomes and potential profiling on the QUEX Institute website, as well as the respective websites of UQ and Exeter.

Awardees who embark on international travel are required to abide by the official reporting, insurance and registration requirements as outlined in the UQ Travel Policy and Guidelines: http://ppl.app.uq.edu.au/content/9.45.05-travel and relevant Exeter policies: http://www.exeter.ac.uk/finance/policies/expenses/
10. CONTACTS

Please do not hesitate to contact your home institution contact if you would like any additional information.

EXETER

Ms Roz Pardee
Head, Global Partnerships
E: r.l.pardee@exeter.ac.uk
T: +44 (0) 1392 724267

UQ

Dr Jessica Gallagher
Director, Global Engagement
E: j.gallagher@uq.edu.au
T: +61 7 3446 1890

Applicants are encouraged to contact the relevant QUEX Theme Lead at their home institution to discuss the submission and its alignment with the partnership theme.

<table>
<thead>
<tr>
<th>Exeter</th>
<th>UQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Healthy Ageing</strong></td>
<td></td>
</tr>
<tr>
<td>Dr Iain Lang</td>
<td>Professor Catherine Haslam</td>
</tr>
<tr>
<td>Senior Lecturer in Public Health</td>
<td>School of Psychology</td>
</tr>
<tr>
<td>and Lead for Communications</td>
<td>Faculty of Health and</td>
</tr>
<tr>
<td>Email: <a href="mailto:I.Lang@exeter.ac.uk">I.Lang@exeter.ac.uk</a></td>
<td>Behavioural Sciences</td>
</tr>
<tr>
<td>Phone: +44 (0) 1392 726087</td>
<td>Email: <a href="mailto:c.haslam@uq.edu.au">c.haslam@uq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Phone: +61 7 334 67565</td>
</tr>
<tr>
<td><strong>Physical Activity and Nutrition</strong></td>
<td></td>
</tr>
<tr>
<td>Dr Joanna Bowtell</td>
<td>Professor Andrew Cresswell</td>
</tr>
<tr>
<td>Associate Professor/Head</td>
<td>School of Human Movement</td>
</tr>
<tr>
<td>of Discipline, Sport &amp; Health</td>
<td>and Nutrition Sciences</td>
</tr>
<tr>
<td>Sciences</td>
<td>Faculty of Health and</td>
</tr>
<tr>
<td>Email: <a href="mailto:J.Bowtell@exeter.ac.uk">J.Bowtell@exeter.ac.uk</a></td>
<td>Behavioural Sciences</td>
</tr>
<tr>
<td>Phone: +44 (0) 1392 722869</td>
<td>Email: <a href="mailto:a.cresswell@uq.edu.au">a.cresswell@uq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Phone: +61 7 336 56241</td>
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<tr>
<td><strong>Environmental Sustainability</strong></td>
<td></td>
</tr>
<tr>
<td>Prof Ian Bateman</td>
<td>Professor Peter Mumby</td>
</tr>
<tr>
<td>Professor of Environmental</td>
<td>School of Biological Sciences</td>
</tr>
<tr>
<td>Economics, Director of the</td>
<td>Faculty of Science</td>
</tr>
<tr>
<td>Land, Environment, Economics</td>
<td>Email: <a href="mailto:p.j.mumby@uq.edu.au">p.j.mumby@uq.edu.au</a></td>
</tr>
<tr>
<td>and Policy Institute (LEEP)</td>
<td>Phone: +61 7 336 51686</td>
</tr>
<tr>
<td>Email: <a href="mailto:I.Bateman@exeter.ac.uk">I.Bateman@exeter.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Phone: +44 (0) 1392 724503</td>
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</tbody>
</table>
### Annex A

**ASSESSMENT CRITERIA FOR INITIATOR GRANT SCHEME**

This guidance has been drawn up to assist applicants when completing their Initiator and Accelerator Grant Scheme application forms. The purpose is to explain what type of information and evidence is required to satisfy the assessment criteria.

<table>
<thead>
<tr>
<th>Assessment criteria</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of initiative/activity</td>
<td>How well the application has been considered and planned, and the strength of its potential for taking forward a development or collaboration. Are the goals stretching but achievable? Using data to substantiate, the bid identifies the need for and value of the proposed research and how this ties in with UoE and UQ research objectives. Include supporting details on how the project would be significantly enhanced as a result of it being undertaken through the QUEX Institute rather than by an individual academic or institution.</td>
</tr>
<tr>
<td>Potential to expand upon existing or newly identified collaboration</td>
<td>Evidence of strength and potential of the relationship. How can the group and its work develop beyond the project? What mechanisms will be used to ensure ongoing communications and interaction. Clear sense of potential trajectory for the project and the relationship.</td>
</tr>
<tr>
<td>Advancing and sustaining the QUEX Institute</td>
<td>Communicates how the project relationship would contribute to sustaining and strengthening the QUEX Institute.</td>
</tr>
<tr>
<td>Strategic fit</td>
<td>Clear information on how the proposed research would enhance the development of one of the established themes, or a new, proposed theme.</td>
</tr>
</tbody>
</table>
| Value for money                                          | Is the proposal offering value for money? Is it communicating strong evidence of:  
  • a unique research opportunity that is in line with the QUEX Institute’s purpose  
  • mobilising a new or already interested, but perhaps disparate, research group, or disciplines, to come together and collaborate for the purpose of step change quality research  
  • project management capabilities of the proposers -reassurance that, if funded, the project will run on time, to budget and deliver against agreed aims, activities and outcomes  
  • tangible and quantifiable outcomes and impact for the benefit of the institutions as well as the more immediate group  
  • the potential to publish high quality papers, influence policy, and leverage external funding as part of the QUEX Institute  
  • sustained development of the QUEX Institute and collaborative research in the longer term |
| Anticipated outcomes and benefits                        | Specific reference to outcomes and benefits that are anticipated to be a direct result from this project, with timetable. How likely are these? How significant? |
| Leveraging funding (desirable but not required for Initiator Grants) | Clear details of how the project aims to leverage external funding as a direct result of this award. |
| Impact (desirable but not required for Initiator Grants)  | Communicates how this project will create impact in a way that will benefit both UQ and Exeter. What is this potential impact [internal/ external] and when might it be felt. Examples of impact could include leverage of external funding/ measures of academic esteem such as publications/ raised profile of the research and the QUEX Institute both internally and externally with industry, local communities and government. |
Annex B
PITFALLS AND TOP TIPS

Pitfall 1: Added value – failing to articulate, and therefore persuade the panel, of the added value of your partnership.

Top Tip 1: ask your team – What can be achieved as a QUEX Institute collaboration that could not be achieved as a single institution? Your answer needs to be strongly and clearly articulated in the application, and evidenced where appropriate.

Pitfall 2: Step-change – failing to envisage and articulate the potential [Initiator Grant level] or actual [Accelerator Grant level] step change that can be achieved through your project.

Top Tip 2: this connects to Top Tip 1, linking the added value of your partnership to the step-change made possible by the unique resources available through the QUEX Institute i.e. what will you do differently: academics, infrastructure, training, external partners etc.

Pitfall 3: Leveraging external funding & other tangible outcomes (Accelerator Grant): panel members need to be persuaded of the application’s value for money. They are looking for clear anticipated outcomes and realistic, cost-effective plans and leadership to achieve them.

Top Tip 3: articulate specific details of any potential external funding sources that can be leveraged [amounts, submission deadlines]. Provide the same level of detail for other anticipated outcomes e.g. publications, industry links, staff development etc. And provide details about managing the project itself, how you will achieve the project goals in the time and with the funding available.

Pitfall 4: Sustainability – applications fail to articulate how the momentum and successes achieved will be sustained in the longer term.

Top Tip 4: outline a clear sustainability plan. Consider and articulate issues such as on-going partnership meetings/ communications, future links with industry or other external partners, leveraging further funding, expanding the network, raising the profile and influence of the group both internally and externally.