

TACKLING GLOBAL

CHALLENGES

TOGETHER

# ACCELERATOR GRANT SCHEME

2019 GUIDELINES FOR APPLICANTS



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

UNIVERSITY OF  
EXETER

## 1. BACKGROUND

The University of Queensland (UQ) and the University of Exeter (Exeter) believe 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.

With this in mind, the two universities joined together to create the QUEX Institute in 2017, a virtual centre through which 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 offers two funding schemes, the **Initiator Grant Scheme** and the **Accelerator Grant Scheme**. Commencing in 2018, annual calls for each scheme will be opened to promote a broadening of academic and research collaboration between UQ and Exeter.

The 2019 round of the QUEX Institute Accelerator Grant Scheme is now open for applications, with a closing date of **16 September 2019**.

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

## 2. OBJECTIVES

Building upon the Initiator Grant Scheme, Accelerator Grants are intended to support larger scale initiatives with the aim of securing external funding and/or producing high level outputs and impact. It is anticipated that academic staff with excellent and complementary expertise will already have established a working relationship with the partner institution, and will be able to demonstrate a track record as part of the application.

In summary, the key aims of the Accelerator Grant Scheme are:

- To position the project group to win major external funding, publish significant research, and/or to influence national/international policy.
- To address research questions and/or to develop innovative teaching and learning initiatives with potential for high impact that could not be as effectively carried out by a partner on its own. These research questions or teaching and learning initiatives should be

aligned to one of the QUEX Institute's three themes.

- To facilitate further development of novel research and/or teaching and learning concepts to the point of submission of bid(s) for significant external funding.
- To expedite ground breaking interdisciplinary research and/or teaching and learning initiatives, taking them to the next level.
- To demonstrate clearly the added value of the QUEX Institute.

In 2019 applications will primarily be sought from the three current themes of the partnership:

- **Healthy Ageing**
- **Physical Activity and Nutrition**
- **Environmental Sustainability**

A set of subthemes has been agreed for each of the above QUEX themes, reflecting topics or activities within the broader themes that we particularly wish to encourage and promote. These can be found online at <https://www.exeter.ac.uk/quex/themes/> and <https://global-engagement.uq.edu.au/quex>.

Therefore whilst we welcome applications relevant to any aspect of our three themes, we particularly encourage collaborative proposals in the subtheme areas.

## 3. FUNDING DETAILS

Applications up to a maximum GBP £30,000 / AUD \$50,000 are invited.

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

Up to 4 Accelerator awards will be funded in 2019. All funded applications will be promoted via the QUEX Institute website and are expected to be completed in a twelve-month period from the award date.

## 4. ELIGIBILITY CRITERIA

The Accelerator Grants will be available to the whole academic community at the University of Exeter and the University of Queensland.

Initiator Grant recipients are welcome to apply; however **holding a previous Initiator Grant is not a requirement**. In the application form (section 7), Initiator Grant recipients applying for Accelerator Grant funding should describe how the new project would build on the work and achievements of the Initiator project.

Eligible costs include:

- travel and subsistence
- research consumables
- external speakers/facilitators
- meeting, venue and catering costs
- costs of non-academic (research, project-specific or technical) staff time (in the UK these are called directly incurred staff costs). Where funding is requested for research or technical posts that are also partially funded by another grant or source of funding, please check the terms and conditions of any pre-existing contract to ensure there are no conflicts of interest.

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

- academic salaries
- third-party travel costs
- equipment
- publication costs
- student fees / tuition
- indirect costs, estates costs and overheads associated with internal research facilities.

## 5. APPLICATION PROCESS

Lead applicants should discuss their application with the appropriate QUEX Theme Lead at their home institution in advance of submission. For details of Theme Leads and general UQ and Exeter contacts, see table in section 10 (Contacts).

Applicants will need to complete the Accelerator Grant Scheme application form in conjunction with their counterpart(s) at the partner institution. Both a lead applicant and co-applicant at the partner institution will need to be nominated for each application. Funding will be provided to the nominated lead applicant who will be responsible for all arrangements for any events, activities and participation. Where the nominated lead applicant is homed at Exeter, please be mindful that the award will need to be planned around year-end dates, e.g. a clear division of spending before the end of 31 July 2020.

Applicants should ensure activities are planned and scheduled so activities can be undertaken rapidly in the event of an award. We expect projects to be completed within the stated deadline of 12 months.

Identical copies of the application should be submitted to both institutions at the below email addresses by **16 September 2019**.

Exeter: [QUEX@exeter.ac.uk](mailto:QUEX@exeter.ac.uk)

UQ: [globalstrategy@uq.edu.au](mailto:globalstrategy@uq.edu.au)

All applications will be jointly assessed and shortlisted by the QUEX Institute Board. 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:

- Strategic fit to one or more of the QUEX theme(s) and sub-themes.
- Alignment with the United Nations Sustainable Development Goals.
- Quality of initiative / activity plan as outlined in the application.
- Potential to produce tangible outputs and benefits (including how the proposed QUEX Accelerator collaboration is considered to be the most efficient path for achieving these outputs).
- Potential to leverage external funding.
- Potential for generating non-academic benefits and impact.
- Perceived value for money.
- Potential to expand upon existing or newly identified collaboration.
- Contribution to advancing and sustaining the QUEX Institute.

This call will be highly competitive; it is important that all criteria are addressed in your bid.

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

## 7. FEEDBACK & RESUBMISSIONS

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

## KEY DATES

Date	Activity
24 July 2019	Calls for applications issued
16 September 2019	Application deadline
14 October 2019	Applicants notified of outcome
14 October 2020	Project completion deadline
14 December 2020	Report submission deadline

## 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 12 months after the award date to utilise the funds for the project or initiative. Funds not utilised within the specified period will be withdrawn.

Upon completion of the project, and within 14 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 to highlight successes on the QUEX Institute websites of UQ and Exeter.

Awardees who embark on international travel are required to abide by 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 consult your home institution contact if you would like any additional information.

### EXETER

Ms Roz Pardee  
Head, Global Partnerships E:  
[quex@exeter.ac.uk](mailto:quex@exeter.ac.uk)  
T: +44 (0) 1392 724267

### UQ

Dr Jessica Gallagher  
Director, Global Engagement and Entrepreneurship  
E: [globalstrategy@uq.edu.au](mailto:globalstrategy@uq.edu.au)  
T: +61 7 3446 1890

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

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

# Annex A

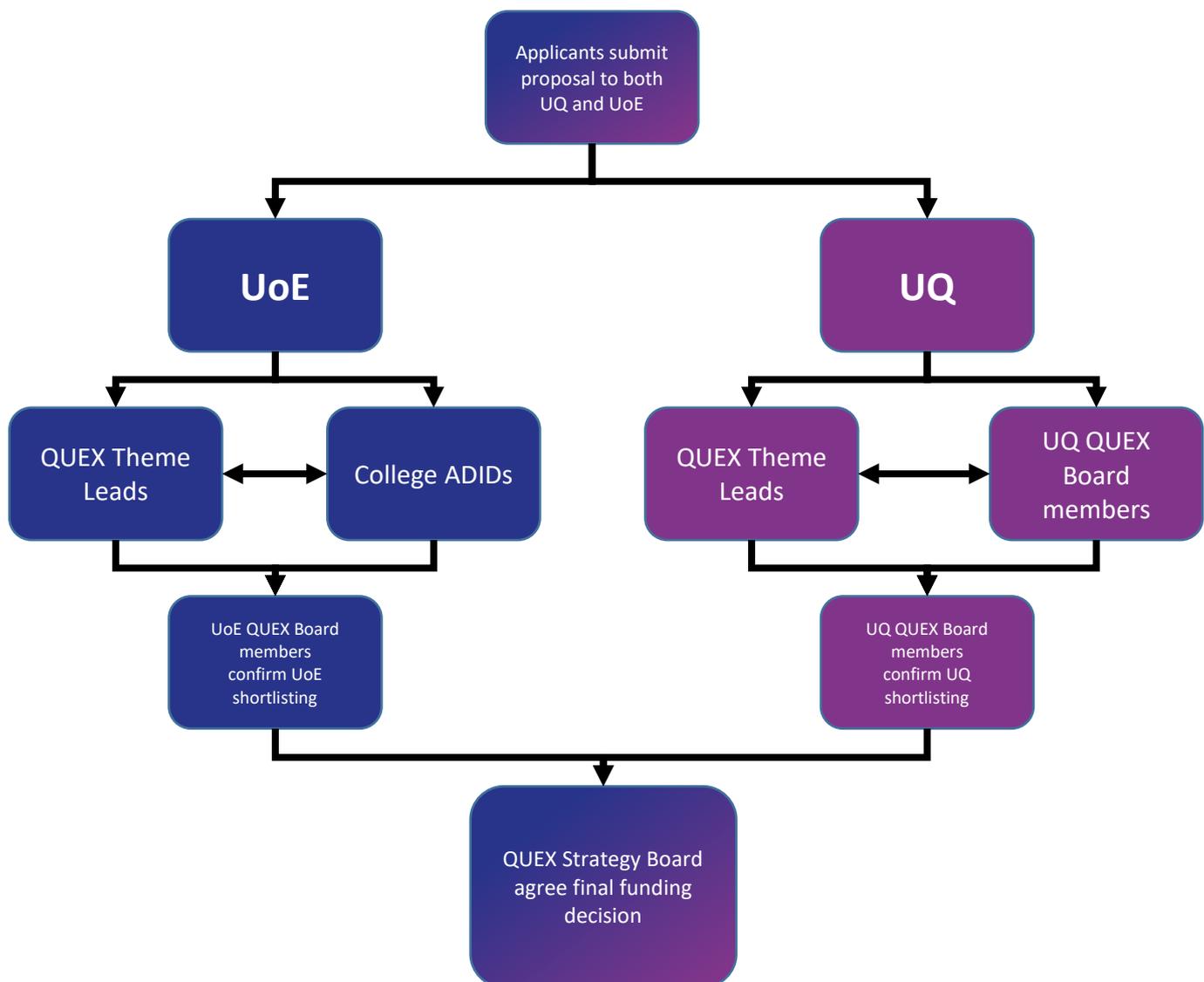
## ASSESSMENT CRITERIA

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.

Assessment criteria	Application form [section]	Evidence Required
Strategic fit	3a, 3b, 5	Clear information on how the proposed project would enhance the development of one of the established themes and, if applicable, subthemes.
Alignment with the <u>United Nations Sustainable Development Goals</u>	3c	Does the project align with one or more of the UN's Sustainable Development Goals, which aim to provide a blueprint for achieving a better and more sustainable future for all? If so, state the goal(s) and explain how the project will aim to advance the goal(s).
Quality of initiative/activity	5, 6, 7	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 should identify the need for and value of the proposed project and how this ties in with UoE and UQ 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.
Anticipated outcomes and benefits	8	Specific reference to outcomes and benefits that are anticipated to be a direct result from this project, with approximate timescale. How likely are these? How significant might they be?
Leveraging funding	8	Clear details of how the project aims to leverage external funding as a direct result of this award.
Impact	6, 8	Communicate how this project will create (non-academic) impact in a way that will benefit and elevate the global reputations of both UQ and Exeter. What is this potential impact and when, where and by whom might it be felt? Examples of (non-academic) impact could include, but are not limited to, influence on government policy and decision making, changes to public service practices / guidelines (including references in guidelines), measures of improved public services, measures of improved health outcomes, measures of improved sustainability and environmental public awareness.
Value for money	4, 10 6, 9 1, 9 7, 8, 10 8	Is the proposal offering value for money? Is it communicating strong evidence of: <ul style="list-style-type: none"> <li>▪ a unique opportunity that is in line with the QUEX Institute's purpose</li> <li>▪ 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 and teaching</li> <li>▪ 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</li> <li>▪ tangible and quantifiable outcomes and impact for the benefit of the institutions as well as the more immediate group</li> </ul>

Assessment criteria	Application form [section]	Evidence Required
	8	<ul style="list-style-type: none"> <li>the potential to publish high quality papers, influence policy, and leverage external funding</li> </ul>
Potential to expand upon existing or newly identified collaboration	9	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.
Advancing and sustaining the QUEX Institute	9	Communicates how the project relationship would contribute to sustaining and strengthening the QUEX Institute.

## ASSESSMENT PROCESS



# 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:** 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.