

2025 ERS-VRS Application Form February 2025

Form Preview

Visiting Research Scholar (VRS) and Eminent Research Scholar (ERS) Scheme Application

* indicates a required field

Before you begin

Please ensure that you have read and understood the [Eminent Research Scholar Scheme](#) and [Visiting Research Scholar Scheme](#) Funding Rules.

Save as you go

Manually save your work as you progress through the application.

How to Submit

1. Fill in this form in SmartyGrants, with the exception of the certification section.
2. Generate a copy of your application and submit to your Head of Department with the [Statement and Certification page](#).
3. Upload the signed certification page into this application and submit.
4. Upon submission you will automatically be sent a copy of the final application. It cannot be changed once it is submitted.

Please indicate which scheme you would like to apply for: *

- Visiting Research Scholar
- Eminent Research Scholar

Eligibility Question 1

Does the applicant (the Host) currently hold outstanding grant acquittals for any internal or external research funding? *

- Yes
- No

All applicants must not at the time of application have outstanding grant acquittals for any internal or external research funding.

You are not eligible to apply for this grant.

Please submit the final report on all previous internal grant schemes to [Home Page - The University of Melbourne - Researcher Development Schemes \(smartygrants.com.au\)](#)

Academic Host Details

Name (Includes Title, First Name & Last Name) *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Email *

2025 ERS-VRS Application Form February 2025

Form Preview

Must be an email address.

Please enter unimelb primary email address.

Internal Association *

Role *

IA refers to Internal Association

Host Find an Expert Profile (CV) website *

Must be a URL and at least 38 characters.

Select and enter your profile from Find an Expert <https://findanexpert.unimelb.edu.au/>. Assessment of Host Tack Record will be done on all university registered research activity, including publishing, grants and contract activity, as listed on your university Find an Expert page. If activity is missing, you should ensure it is up to date by contacting the Research Outputs team on research-outputs@unimelb.edu.au

Research Scholar Details

Name of Visiting Scholar *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

University Name

Address

<input type="text"/>
<input type="text"/>

Department of Visiting Scholar

Primary Email

Must be an email address.

In what mode will the visit be undertaken? *

- Face to Face Visit: For ERS no shorter than two weeks (14 days) in duration; For VRS two weeks (14 days) in duration, and up to eight (8) weeks' duration.
- Virtual Visit: ERS and VRS from four (4) weeks and up to twelve (12) weeks' duration

Arrival date *

Must be a date and between 31/1/2025 and 28/11/2025.

2025 ERS-VRS Application Form February 2025

Form Preview

Departure Date *

Must be a date and between 31/1/2025 and 28/11/2025.

These dates apply to either virtual or face to face visits. See Funding Rules for full details on visit lengths.

Please attach a brief CV (max. 5 pages) of the scholar *

Attach a file:

Project Details

* indicates a required field

Project Details

Project title *

Please enter your visitor's details e.g. "Visiting/Eminent Scholar Professor Smith - University of California"

Provide a brief summary of the research collaboration and project to be undertaken *

Word count:

Must be no more than 100 words.

Provide brief details about the project, methods, outcomes and relationship between Host and Visitor.

Describe the program of activities that the Scholar will undertake *

Word count:

Must be no more than 200 words.

This should include all faculty level, department level and PhD program activities and how these will be undertaken in terms of visit mode and amount of time dedicated to each activity. Include details such as how many staff and/or students will benefit. Where scholars will attend other universities, provide details of co-funding arrangements as per Funding Rules.

Describe the collaboration and likelihood for future outcomes *

Word count:

Must be no more than 200 words.

Include how the expertise of the Scholar complements the research strengths of the Host, and how the strength of the collaboration will contribute to further and ongoing outcomes.

2025 ERS-VRS Application Form February 2025

Form Preview

Identify how the proposed activities and collaboration will enhance the research activity and profile of the faculty *

Word count:

Must be no more than 200 words.

Include details about the benefits to both academic staff, faculty profile and PhD programs or cohorts. You may also address the relationship between institutions.

List the expected high quality research outputs (publications) and outcomes that can be achieved because of the visit *

Word count:

Must be no more than 200 words.

Include specific details and timeframes. List only outputs and outcomes that can be specifically linked to this proposed visit and funding. The answer should address outcomes beyond the planned co-authorship of research articles alone.

Activity Type *

- Pure Basic Research
- Strategic Basic Research
- Applied Research
- Experimental Research
- Unknown

Definitions: Pure basic research is basic research carried out for the advancement of knowledge, without seeking long-term economic or social benefits or making any effort to apply the results to practical problems or to transfer the results to sectors responsible for their application. Strategic basic research is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems. Applied research is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective. Experimental development is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Alignment to Ethics Responsibility and Sustainability Principles

Which of the following ERS themes apply to the work? Please tick all that apply. *

- Ethics (e.g. values, trust, virtues, decision making)
- Governance (e.g. corporate governance, institutions, and markets)
- Leadership (e.g. responsible leadership, ethical leadership, stewardship, leadership development)
- Corporate Responsibility (e.g. accountability, CSR, integrity management, supply chain, procurement)
- Diversity and Inclusion (e.g. age, gender, mental health, race/ethnicity, sexuality)
- Indigeneity (e.g. engagement, reconciliation, well-being, leadership in business)
- Environmental Sustainability (e.g. climate change, climate futures, risk, fair trade)
- Sustainable Innovation and Entrepreneurship (e.g. responsible innovation, social innovation, social entrepreneurship)
- Digital (e.g. digital business ethics, privacy, algorithms, blockchain technology, tokenisation)

2025 ERS-VRS Application Form February 2025

Form Preview

- Partnerships and Collaboration (e.g. stakeholder engagement, conflicts, activism, community)
- Ethical Finance and Investing (e.g. impact investment, ERS investment)
- Global responsibility (e.g. ethics of globalisation, development, and multinationals)
- International Principles and systems (e.g. integration of supra-national standards and principles e.g. PRME, SDGs, GRI)

Please describe the alignment to Ethics, Responsibility and Sustainability principles *

Word count:

Must be no more than 500 words.

ERS Budget Justification

* indicates a required field

Eminent Research Scholar Award

Face to Face Visit: The Scheme awards a maximum Faculty contribution of \$22,500, and Host Departments provide matching or greater funds. Funds awarded may be used for Accommodation, Flights and Incidentals associated with the travel costs of the Scholar travelling to The University of Melbourne, including:

- Return airfare for the Scholar (business class travel allowable)
- Accommodation (maximum \$350 per night)
- Other expenses associated with the visit, such as promoting and delivering lectures and seminars
- Department negotiated terms for the Scholar for service(s) provided, commensurate with the length of the visit and the contribution made by the Scholar **and/or**
- Limited daily subsistence costs: Per diems can be calculated as 50% of the amounts shown when using the [Travel Allowance Calculator](#) or ATO [Taxation Determination 2024/3](#)
- The Faculty supports per diems at **50%** of the [University's official travel allowance calculator](#)
- The scheme will not pay for dinners that are social events so do not include such an item within the budget.

Travel arrangements and expenditure for all Visitors must be in accordance with the [University Travel Policy](#) and Frameworks.

Sabbaticals: For visitors who are coming on sabbaticals from other institutions, full documentation must be provided in the application of the funding and purpose of funding that they have received elsewhere as the Eminent Research Scholar scheme is intended to create new opportunities for visitors and will not fund sabbatical expenditures that will be funded elsewhere.

Virtual Visit: The Scheme awards a maximum Faculty contribution of \$5,000, and Host Departments provide matching or greater funds- a standard award of \$10,000. The Virtual Eminent Research Scholar Scheme offers funding for negotiated remuneration to attract Eminent Scholars to the Faculty and enable them to dedicate time to their virtual visit.

Visit lengths are:

2025 ERS-VRS Application Form February 2025

Form Preview

- **For Face to Face visits:** the length of visits must be no shorter than two weeks (14 days) in duration
- **For Virtual visits:** the length of visits should be four (4) weeks up to twelve (12) weeks' duration

Select the visit mode that you are applying for *

- Face to Face Visit
- Virtual Visit

Accommodation

Accommodation	Cost per night	Number of nights	Total
			\$
	Must be a dollar amount and no more than 350.	Must be a number.	This number/amount is calculated.

Flights

Flight Details	Total
	\$

Subsistence costs

Figure should be set at 50% of the University's Travel Allowance calculator calculation.

Meals/Incidentals	Cost per day	Number of days	Total
	\$		\$
Please see Guidelines Award and Use of Funding section	Must be a dollar amount.	Must be a number.	This number/amount is calculated.

Other

Provide details of other expected budget items. In this section you should include any agreed remuneration for the Eminent Scholar and a short description of the activity(ies) remunerated in the details section e.g. "Provision of masterclass and workshop". Remuneration will not be paid for activities expected of a visiting academic such as meeting staff and PhD students or giving a standard seminar or panel session in their own research. An honorarium will be commensurate with the length of the visit and the contribution made by the Scholar: it should be based on the fees outlined in the [Budget Book](#) for staff when engaging in executive education) The overall cost remunerated should appear as one line item.

Details	Total
	\$

Total Amount Requested *

\$

2025 ERS-VRS Application Form February 2025

Form Preview

This number/amount is calculated.

Amount requested from Faculty (ERS Face to Face Visit) *

\$

Must be a dollar amount and no more than 22500.

Amount requested from Faculty (ERS Virtual Visit)

\$

Must be a dollar amount and no more than 5000.

Please leave this section blank if your proposed visit is not a virtual visit.

VRS Budget Justification

* indicates a required field

Visiting Research Scholar Award

Face to Face Visit: The Scheme awards a maximum Faculty contribution of \$15,000, and Host Departments provide matching or greater funds. Funds awarded may be used for Accommodation, Flights and Incidentals associated with the travel costs of the Scholar travelling to The University of Melbourne, including:

- Return economy airfare for the Scholar
- Accommodation (maximum \$250 per night)
- Limited daily subsistence costs: Per diems can be calculated as 50% of the amounts shown when using the [Travel Allowance Calculator](#) or ATO [Taxation Determination 2024/3](#)
- Consideration can be made for other expenses associated with the visit, such as promoting and delivering lectures and seminars if a case is presented in the application.
- Payments or honoraria to the Scholar, workshops, conferences and conference related dinners, including transportation costs to other universities **will not be** funded.
- The scheme will not pay for dinners that are social events so do not include such an item within the budget.

Travel arrangements and expenditure for all Visitors must be in accordance with the [University Travel Policy](#) and Frameworks.

Sabbaticals: For visitors who are coming on sabbaticals from other institutions, full documentation must be provided in the application of the funding and purpose of funding that they have received elsewhere as the Visiting Research Scholar scheme is intended to create new opportunities for visitors and will not fund sabbatical expenditures that will be funded elsewhere.

Virtual Visit: The Scheme awards a maximum Faculty contribution of \$3,500, and Host Departments provide matching or greater funds- a standard award of \$7,000. The Scheme offers funding for negotiated remuneration for the virtual visitor to enable them to dedicate time to their virtual visit.

Visit lengths are:

- **For Face to Face visits:** the length of visits must be no shorter than two weeks (14 days) in duration, and up to eight (8) weeks' duration

2025 ERS-VRS Application Form February 2025

Form Preview

- **For Virtual visits:** the length of visits should be four (4) weeks up to twelve (12) weeks' duration

Select the visit mode that you are applying for *

- Face to Face Visit
- Virtual Visit

Accommodation

Accommodation	Cost per night	Number of nights	Total
	\$		\$
	Must be a dollar amount and no more than 250.	Must be a number.	This number/amount is calculated.

Flights

Flight Details	Total
	\$

Subsistence Costs

Figure should be set at 50% of the University's Travel Allowance Calculator calculation

Meals/Incidentals	Cost per day	Number of days	Total
	\$		\$
Please see section 7. Award and Use of Funding of the VRS Funding Rules	Must be a dollar amount.	Must be a number.	This number/amount is calculated.

Other

Details	Total
	\$

Total Amount Requested *

\$
This number/amount is calculated.

Amount requested from Faculty (VRS Face to Face Visit) *

\$
Must be a dollar amount and no more than 15000.

Amount requested from Faculty (VRS Virtual Visit)

\$
Must be a dollar amount and no more than 3500.

2025 ERS-VRS Application Form February 2025

Form Preview

Please leave this section blank if your proposed visit is not a virtual visit.

Compliance & Regulatory Approvals

* indicates a required field

Select FoR Codes

You can find guidance to select your relevant FoR Codes [here](#).

FoR Code

Code

FoR Code %

Percentage %

Must be a number and between 1 and 100.

FoR codes % Total

Total FoR %

This number/amount is calculated.

Must be exactly 100%

Select SEO Codes

You can find guidance to select your relevant SEO Codes (Area of Impact) [here](#).

SEO Code

Code

SEO Code %

Percentage %

SEO Codes % Total

Total SEO %

This number/amount is calculated.

Must be exactly 100%

Compliance & Regulatory Approvals

Have you identified any actual, potential, or perceived conflicts of interest in undertaking this project in accordance with Managing Conflicts of Interest Policy (MPF1366)? *

- Yes, a management plan is in place
- Yes, a management plan is not in place
- No

Respond on behalf of all members of the research team.

2025 ERS-VRS Application Form February 2025

Form Preview

Provide the reference number of the Conflict of interest management plan (if applicable)

Additional Documentation

* indicates a required field

Statement and Certification from Head of Department

Please provide your Head of Department with a PDF copy of your application and request that they authorise it via the following certification page ([available for download here](#)).

For Visiting Scholar Schemes, Heads of Departments are required to provide a Statement alongside certification. The Statement should:

- For Eminent Research Scholars, set out a case as to the international standing and eminence of the Scholar, alongside the benefit of the Scholar visiting the Faculty
- For Visiting Research Scholars, set out a case as to the benefit of the Scholar visiting the Faculty
- Confirm the Department support, including financial support, to the Scholar's visit
- Be provided irrespective of visit mode (virtual or face to face)

Applicants should contact their Heads of Department at least 1 week prior to the deadline.

*

Attach a file:

Budget Total

An Eminent Scholar application cannot exceed \$45,000. A Visiting Scholar application cannot exceed \$30,000. Please review your budget if your total exceeds this amount.

Total Project Cost

This number/amount is calculated.

This is the total budgeted cost of your project.

Applicant Declaration

By submitting this application, I declare that the information I have given in this application is correct and true, and I hereby give my consent to the Faculty Research and Industry Committee to administrate and assess my application. *

I agree

Admin Use Only

Admin Use Only

Cost Centre

This question is read only.

Award Number

This question is read only.

Project Number

This question is read only.

Attachment uploaded

- Yes
- No

This question is read only.