Part A: Administrative Details

* indicates a required field

A1. Eligibility Checklist

University of Melbourne Principal Investigator: *

○ I am an academic staff member (minimum appointment A6 and 0.5 FTE).
○ I am an honorary employee whose primary academic affiliation is the University of Melbourne and my primary employer has entered into an agreement with the University for the support of the Australian component of the collaborative activity.
○ I am an honorary employee who is otherwise unaffiliated (e.g. an emeritus professor) and am participating at my own expense.

Hokkaido University Principal Investigator: *

○ I confirm that I hold a Faculty appointment at Hokkaido University
○ I confirm that I hold an appointment at Hokkaido University as a Postdoctoral Researcher

A2. Summary

Workshop Title *

Start date *

Must be a date.
Projects should be planned, with the funding period ending on 31 March 2025

Completion date *

Must be a date.

Hosting university *

Sending university *

A3. Principal Investigator - University of Melbourne

Applicant *

Title	First Name	Last Name

Applicant Position *

e.g. Lecturer, Biomedical Sciences

Applicant Primary Email *

Must be an email address.

Faculty *

Does this application include UoM researchers from more than one faculty? *

Career stage *

Gender identification *

If 'other' this is an optional field to add self entered response.

Do you identify as Aboriginal and/or Torres Strait Islander? *

A4. Principal Investigator - Hokkaido University

Applicant *

Title	First Name	Last Name

Applicant Position *

e.g. Lecturer, Biomedical Sciences

Applicant Primary Email *

Must be an email address.

Faculty/Research Centre (Institute)/Hospital *

A5. Collaboration

Do you have a previous history of collaboration? Please note that this is not a requirement of applying to the Fund, and that applications from researchers who have not worked together before are strongly encouraged. *

A5(b). Prior collaboration details

You may include web links for further information if relevant. However, please note that assessors may choose not to consider information that is contained outside the application form.

Please briefly detail the prior collaboration that exists between the participants

Word count:
Must be no more than 200 words.

A6. Team Members

Please give details for any participants to be listed on the grant other than the lead PIs above.

Team Member Institution	Team Member Name	Team Member Position/Role	Team Member Email

Part B: Workshop details

* indicates a required field

B1. Outline of the academic rationale for the Joint Workshop, the contribution of each participant and how it will assist with establishing new and emerging research collaborations *

Word count:
Must be no more than 500 words.

B2. Overview of the workshop participants and their research complementarity and, if applicable, the anticipated benefits of involving Early Career Researchers and graduate researchers *

Word count:
Must be no more than 500 words.

B3. Summary of anticipated outcomes of the workshop, including how the proposed workshop will lead to future collaborations and funding opportunities *

Word count:
Must be no more than 500 words.

B4. Supporting Documents (Optional)

For ease of assessment, you may attach additional information that helps to explain your research or clarify an aspect of your application. This can include, but is not limited to, images, diagrams, tables or graphs. Supporting documents must be provided as a single PDF file containing no more than 2 pages.

Attach a file:

Equity, Diversity and Inclusion

B5. A summary of how the proposed workshop reflects the scheme's commitment to Equity, Diversity and Inclusion. This should be written so as not to identify individual participants *

Word count:
Must be no more than 250 words.

Part C: Proposed Budget

Melbourne budget

Please do not alter the 'Budget Category' column.

- Leave line blank if you are not requesting items in a particular category.
- List individual budget items for each category in the central column, with their individual costs.
- Enter the overall cost for that category in the third column.

The program intends to fund travel costs for the PIs and other UoM or HU researchers named in the proposal, including graduate researchers. This includes flights, accommodation, subsistence, and other costs associated with organising workshops and meetings.

This program **does not** intend to fund research costs (e.g. consumables), existing staff time (team members) or directly incurred staff (e.g. RAs), replacement research and/or teaching costs, scholarships, tuition fees and honoraria, or conference attendance.

Budget Category	Itemised Budget	Category Total (AUD)
Travel		
Other		

Melbourne Budget Total

Total Expenditure Amount

$

This number/amount is calculated.

Hokkaido Budget

Please do not alter the 'Budget Category' column.

- Leave line blank if you are not requesting items in a particular category.
- List individual budget items for each category in the central column, with their individual costs.
- Enter the overall cost for that category in the third column.

The program is intended to fund travel costs for the PIs and other UoM or HU researchers named in the proposal, including graduate researchers. This includes flights, accommodation, subsistence, and other costs associated with organising workshops and meetings.

This program is **not** intended to fund research costs (e.g. consumables), existing staff time (team members) or directly incurred staff (e.g. RAs), replacement research and/or teaching costs, scholarships, tuition fees and honoraria, or conference attendance.

Budget category	Itemised budget	Category total (JPY)
Travel		
Other		
		Must be a number.

Hokkaido Budget Total

Total Expenditure Amount (JPY)

$ [   ]

This number/amount is calculated.
Please disregard $ and write number in ¥

Part D: Principal Investigator CVs

University of Melbourne Principal Investigator

You may include web links for further information if relevant. However, please note that assessors may choose not to consider information contained outside the application form.

Short CV & Selected Publications

[   ]

University of Hokkaido Principal Investigator

You may include web links for further information if relevant. However, please note that assessors may choose not to consider information contained outside the application form.

Short CV and Selected Publications

Part E. Endorsement of the application

* indicates a required field

University of Melbourne

If you have indicated you have an Honorary position in UoM (as at A1), please attach a signed Honorary declaration form.

University of Melbourne - Honorary declaration form
Attach a file:

Please use the template Honorary declaration available on the website

Hokkaido University

The Coordinating Investigator, Dean of Faculty, Director of Research Institute/ Research Centre, or Chairman of the University Hospital *
Attach a file:

Submission Instructions

University of Melbourne

To obtain the UoM Head of Department's electronic approval, please submit the final submitted PDF of this application to the Themis Grants Workbench. Applications without the required approval will not be considered.

You will be emailed a PDF copy of your application from SmartyGrants after clicking "Submit".

Privacy Notice

The information in this form is being collected by Research, Innovation and Commercialisation on behalf of Chancellery (Research), the University of Melbourne. The information you provide is being collected in order to record administrative details of the applicant, and for assessment by selection committees from The University of Melbourne and Hokkaido University. The information will be used by authorised staff for the purpose for which it was collected, and will be protected against unauthorised access and use. The names of successful applicants and a summary of their projects may be published. If you do not provide all of the information requested on this form, your application may be deemed ineligible and removed from consideration by the committees.

For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University's Privacy and Data Protection Officer, please refer to our Privacy webpage, view the University's Privacy Policy or contact privacy-officer@unimelb.edu.au.

Last updated 28/11/23.