2027 Hokkaido – Melbourne Joint Research Workshops Application
Form Preview

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 to commence after 1 April 2027.

End Date *

Must be a date.
Projects must be completed before 31 March 2028.

Hosting university *

Sending university *

A3. Principal Investigator - University of Melbourne

The person identifed as Melbourne 'Principal Investigator' here and at A1 above should be the lead applicant, whose name will be used to identify the application for adminstrative purposes. Please include the names of any additional PIs at A6 under "Melbourne Team Members". Successful applicants will have the option for additional PIs to be named in Outcome correspondence.

Applicant * Title First Name Last Name

Unimelb staff are required to enter the HR system/legal first name and last name (not preferred name).

Applicant Position *

e.g. Lecturer, Biomedical Sciences

Applicant Primary Email *

Must be an email address.
Please enter your primary Unimelb email address, which can be confirmed here: https://sso.unimelb.edu.au/enduser/settings

Faculty/Department *

Applicant Role

Please ensure 'Lead UoM Chief Investigator' is selected.

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

Career stage *

Gender identification *

Other:

Please note: 'Other' is an optional response field.

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 *

Applicant's Institution

Please select: HOKKAIDO UNIVERSITY : 362179

Applicant's Role

Please ensure 'Lead External Chief Investigator' is selected.

A5. Collaboration

Do you have a previous history of collaboration? *

Please note this scheme is open to new, emerging and existing collaborations. Applications for new collaborations are strongly encouraged.

A5(b). Prior collaboration details

You may include web links to additional information, if relevant. However, please note that assessors may choose not to consider information that is provided outside this application form.

Please briefly detail the participants' prior or existing collaboration:

Word count:
Must be no more than 200 words.

A6. Melbourne Team Members

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

UoM Team Member:

Title | First Name | Last Name

Unimelb staff are required to enter the HR system/legal first name and last name (not preferred name). For students: Please add (STU) after their last name, separated by a space - for example: John Smith (STU)

UoM Team Member Role

UoM Team Member Primary Email

Please enter the team member's primary Unimelb email address. For students, please enter the student's Unimelb email address.

UoM Team Member's Faculty/School

A7. Hokkaido Team Members

HU Team Member

Title | First Name | Last Name

HU Team Member Email

Must be an email address.

HU Team Member Role

Institution

Please ensure 'HOKKAIDO UNIVERSITY : 362179' is selected.

Part B: Workshop details

* indicates a required field

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

Word count:
Must be no more than 500 words.

B2. Provide an overview of the workshop participants and their research complementarity and, if applicable, indicate the involvement of and benefits for Early Career Researchers and graduate researchers: *

Word count:
Must be no more than 500 words.

B3. Please provide a summary of the workshop's anticipated outcomes, including how the 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. How will the proposed workshop reflect the UoM—HU scheme's commitment to Equity, Diversity and Inclusion? This summary should not identify individual participants. *

Word count:
Must be no more than 250 words.

Part C: Proposed Budget

C1 Melbourne budget

Please do not alter the 'Budget Category' column.

- List individual budget items for each category in the central column, with their individual costs.
- Leave the space blank if you are not requesting items in a particular category.
- Enter the total cost for each 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. These can include flights, accommodation, subsistence, and other costs associated with organising workshops and meetings.

This program does **not** fund research costs (e.g. consumables), existing staff time (PIs or 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 Amount Requested

$

This number/amount is calculated.

C2 Hokkaido Budget

Please do not alter the 'Budget Category' column.

- List individual budget items for each category in the central column, with their individual costs.
- Leave a space blank if you are not requesting items in a particular category.
- Enter the total cost for each 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. These can include flights, accommodation, subsistence, and other costs associated with organising workshops and meetings.

This program does **not** fund research costs (e.g. consumables), existing staff time (PIs or 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 dollar amount.

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 to additional information, if relevant. However, please note that assessors may choose not to consider information provided outside the application form.

Short CV and Selected Publications

University of Hokkaido Principal Investigator

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

Short CV and Selected Publications

Research Administration Codes

* indicates a required field

Research Activity Type

Please select the Research Activity Type(s) that best relate to the proposed workshop.

Pure basic research is experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.

Strategic basic research is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

Applied research is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.

Experimental research is developmental 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.

Activity Type *
- ○ Pure Basic Research
- ○ Strategic Basic Research
- ○ Applied Research
- ○ Experimental Research
- ○ Unknown

Fields of Research Codes (FoR)

Please select **up to five** FoR codes that best describe the area(s) of research relevant to the proposed project. Please include code and percentage (**totalling 100% for all codes**). For example:

- 3001 - Agricultural biotechnology - 51%
- 3002 - Agricultural, land and farm management - 49%

FoR Code
Select a Code *

FoR Code %
Percentage *
Must be a number and between 1 and 100.

Total FoR Percentage
This number/amount is calculated.
Total percentage must equal 100%.

Socio-Economic Objective Codes (SEO)

Please select **up to five** SEO codes that best describe the objective(s) of research relevant to the proposed research project. Please include code and percentage (**totalling 100% for all codes**).

SEO Code
Select a Code *

SEO Code %
Percentage *
Must be a number and between 1 and 100.

Total SEO Percentage
This number/amount is calculated.
Total percentage must equal 100%.

Conflicts of Interest

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

The MPF1366 policy can be consulted here: https://policy.unimelb.edu.au/MPF1366/

If applicable, please provide the reference number for your Conflicts of Interest management plan:

Part E. Endorsement of the application

* indicates a required field

University of Melbourne

Melbourne PIs must submit an Authority to Submit form signed by their Head of Department/School. Please see the form template available on the RDS website for the scheme.

Upload the Authority to Submit form:
Attach a file:

Hokkaido University

Applications must be accompanied by a Letter of Endorsement signed by the Hokkaido PI's Dean of Faculty, Director of Research Institute/Research Centre or Chairman of the University Hospital. For queries regarding the Letter of Endorsement, please contact Hokkaido University's Division of International Relations (see contact details on RDS's scheme website).

Upload the Letter of Endorsement: *
Attach a file:

University of Melbourne

If you have indicated you have an Honorary position in UoM (as at A1), please attach a signed Honorary Declaration form, available from the RDS website for the scheme.

University of Melbourne – Honorary Declaration Form
Attach a file:

Please use only the Honorary Declaration form template supplied on the scheme website.

Privacy and Systems Administration

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.

Admin Use Only

This section is Admin Use Only
- ○ Yes
- ○ No

Systems Administration

The following fields are for Adminstration purposes only. You are NOT required to complete the fields below.

Please proceed to submission if you have completed all other parts of your application.

Cost Centre

Proposal Number

Award Number

Attachment uploaded
- ○ Yes
- ○ No

Total Project Cost

This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

Is there any aspect of this project or its associated agreement that is or needs to be treated as confidential?
- ○ Yes
- ○ No

If a student is working on the project, will the result of the project form part of their Thesis or Student Project?
- ○ Yes
- ○ No

Is there any UOM in-kind contribution captured in this award/agreement?

- ○ Yes
- ○ No

This project involves a clinical trial

- ○ Yes
- ○ No

Approved to be included in the UoM successful applications library

- ○ Yes
- ○ No

This research involves

Currency

Will this project require the procurement of new equipment valued over $200K AUD?

- ○ Yes
- ○ No

As per the Procurement Policy (MPF1087)