

Integration Round 2: International Grants Accelerator Program Form Preview

International Grants Accelerator Program (IGAP) Travel Awards Application

* indicates a required field

Instructions to Applicants

This form is for applicants seeking funding through the [International Grants Accelerator Program \(IGAP\) Travel Awards](#). A single application can be used to apply for one of the two available streams:

- IGAP Travel Awards (Academic)
- IGAP Travel Awards (Professional)

As part of the process, you'll be asked to select the stream you wish to apply for and will be guided to check your eligibility based on the criteria for each scheme.

IMPORTANT REMINDERS BEFORE YOU BEGIN:

- Please ensure you have read and understood the IGAP Travel Awards scheme guidelines relevant to your chosen stream.
- Your application must be supported by your employing School or Department. Depending on your role, one or two levels of endorsement are required:
 - All applicants must include Supervisor endorsement / authority to submit before applying, and upload the signed Endorsement Form with your application.
 - MRI staff must also obtain endorsement from the Head of their aligned University Department.
- Please use the application templates provided on the scheme website.
- **Important:** To be eligible, you must meet the minimum appointment requirements as outlined in the [IGAP Guidelines](#). You will also be required to upload a signed endorsement from your supervisor and (if applicable) your Head of Department.
- **Applications must comply with the formatting, page and word limit requirements stated in the Application Form. Please ensure that you meet these requirements, as non-compliance risks your application being deemed ineligible for consideration. This is particularly important with regards to the page length of CVs and Project Descriptions.**

Save as you go: Manually save your work as you progress through the application.

Activity stream

Please select the IGAP stream you are applying for: *

- ☐ IGAP Travel Awards (Academic) ☐ IGAP Travel Awards (Professional)

Have you previously held a University of Melbourne IGAP Travel award? *

- ☐ Yes ☐ No

Note: Previous recipients are eligible to apply to this scheme.

If successful, I agree for this application to be published on the University of Melbourne Grants Library (optional) *

- ☐ Yes ☐ No

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Before submitting your IGAP application, you must discuss your proposal with the RIC International Grants team.

To do this, please email ric-international@unimelb.edu.au with **Subject title:** *IGAP Travel Awards Expression of Interest*.

The team will generate the SN ticket which applicant need to include in this section.

Please enter your ServiceNow ticket number below: *

Part A. Administrative Summary

* indicates a required field

A1. Administrative Summary

Applicant Details *

Title	First Name	Last Name

Applicant Primary Phone Number *

Applicant Primary Email (Please double check your primary email by clicking on the hyperlink found on the right, under the text box.) *

<https://sso.unimelb.edu.au/enduser/settings>

Faculty/Department/School or Centre *

Applicant Gender *

☐ Woman ☐ Man ☐ Prefer not to say ☐ Non-binary/
gender diverse
Other

No more than 1 choice may be selected.

There is an optional field to add self entered response.

Do you identify as Indigenous? *

Other:

With regards to Australia, Indigenous refers to Aboriginal or Torres Strait Islander (First Nations) peoples.

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IA Role

Melbourne Team Members

Please provide details of Melbourne researchers involved in the project.

----- Melbourne Team Members (1)

Name

Title

First Name

Last Name

Email

Must be an email address.

For Unimelb staff: Please enter your primary Unimelb email address. For students: Please enter the student's email address. You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

Position

Please select 'Co-Investigator'

Faculty/Department

----- Melbourne Team Members (2)

Name

Title

First Name

Last Name

Email

Must be an email address.

For Unimelb staff: Please enter your primary Unimelb email address. For students: Please enter the student's email address. You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

Position

Please select 'Co-Investigator'

Faculty/Department

PART B-1. IGAP (Academic)

* indicates a required field

B-1.1 University Employment status

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Are you currently employed by The University of Melbourne? *

- ☐ I hold a current or confirmed future academic appointment (fixed-term or continuing) with a Department of the University of Melbourne (including affiliated MRI Departments) which administers its international grants through the University.
- ☐ I hold an Honorary academic appointment with a Department of the University of Melbourne (including affiliated MRI Departments) which administers its international grants through the University.

Applicant's Academic Level

- ☐ A ☐ B ☐ C ☐ D ☐ E

Applicant's FTE

0.8FTE

Career stage

B-1.2 Research Project Activity Type

Please select the Research Activity Type(s) that best relate to your proposed research and its aims.

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

B-1.3. 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. Use the 'Add More' button to add a row for each code. Please include a percentage for each code (**totalling 100% for all codes**). For example:

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

A list of Fields of Research (FoR) codes and their descriptions is available [Here](#).

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 must be 100.

B-1.4. Socio-Economic Objective Codes (SEO)

Please select **up to five** FoR codes that best describe the area(s) of research relevant to the proposed project. Use the 'Add More' button to add a row for each code. Please include a percentage for each code (**totalling 100% for all codes**). For example:

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

A list of Socio-Economic (SEO) codes and their descriptions is available [Here](#).

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 must equal 100.

B-1.5. Authority to Submit

Applicants must upload a completed and signed '**Authority to Submit**' form as part of their application. This form should be completed by the lead CI's supervisor to confirm their support for the application and confirm faculty co-contributions. Please use the template available on the [scheme webpage](#).

Please upload the fully signed Authority to Submit from *

Attach a file:

You MUST upload a signed 'Authority to Submit' form

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I confirm that I have read and understood that my application will not be considered eligible without uploading a signed Authority to Submit form. *

☐ I confirm

Please ensure the Authority to Submit template is used (link provided above)

PART B-2. IGAP (Professional)

B-2.1 University Employment status

University Employment status

☐ Yes, I am a continuing staff/fixed term member (full time or fractional) at The University of Melbourne with an appointment of at least 0.5FTE at level UOM7 or higher at the time of application and for the duration of the award.

☐ Yes, I am a continuing staff/fixed term member (full time or fractional) at an affiliated Medical Research Institute (MRI) whose international grants are administered through UoM, with a position of equivalent seniority and contract length to at least 0.5FTE at level UOM7 or higher at the time of application and for the duration of the award.

Applicant's appointment Level

e.g. 7.1

Applicant's FTE

0.8FTE

B-2.2 Authority to Submit

Applicants must upload a completed and signed '**Authority to Submit**' form as part of their application. The form must be endorsed by the applicant's supervisor and Faculty Research Manager, confirming their support for the proposed activity. Please use the template available on the [scheme webpage](#).

Please upload the fully signed Authority to Submit from

Attach a file:

You MUST upload a signed 'Authority to Submit' form

I confirm that I have read and understood that my application will not be considered eligible without uploading a signed Authority to Submit form.

☐ I confirm

Please ensure the Authority to Submit template is used (link provided above)

PART C: Project Details

* indicates a required field

C1. Ethics

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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. Policy (MPF1366) can be found here: <https://policy.unimelb.edu.au/MPF1366/>

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

Does your proposed research engage with Indigenous knowledge or pertain to Aboriginal and/or Torres Strait Islander (or other Indigenous) communities? **

- ☐ Yes ☐ No

In the following box, please briefly indicate:

- Your approach to enabling collaboration with Aboriginal and/or Torres Strait Islander communities (for example, dialogue/collaboration with an Indigenous cultural mentor);
- Any existing or developing, supportive and high-quality relationships you have with Aboriginal and/or Torres Strait Islander communities;
- Any personal affiliations with local Aboriginal and/or Torres Strait Islander communities that can facilitate the proposed research.

Please ensure your responses briefly address how the proposed research project aligns with the advice provided by the [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#) and the University of Melbourne's [Charter for Research with Indigenous Knowledge Holders](#).

Word count:

Must be no more than 200 words.

Export Controls

If your work involves certain technologies, services or controlled goods, export controls legislation may impact you. By Australian law, the export, supply, or transfer of controlled goods, technologies, or services may require a permit issued by the Australian Government in advance of the activity taking place. This may have implications for your everyday research practices and the way you work with international colleagues, collaborators or suppliers. Please refer to the Research Gateway for further details: <https://gateway.research.unimelb.edu.au/funding-contracts-and-ethics/ethics-and-integrity/international-safeguards/export-controls>

Has your proposed project been assessed by OREI for compliance with Australian Government Export Controls legislation? *

- ☐ Yes ☐ No

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C2. Proposed Activity Detail

Please use plain language, as your assessors may not be specialists in your specific research area.

Title of Proposed Activity (10 words) *

Must be no more than 10 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Activity anticipated start date: *

Must be a date.

Activity anticipated end date: *

Must be a date.

Do you plan to visit/host a collaborator or a sponsor? *

Collaborating Institution/ Sponsor name *

Location of project activity *

Please specify the location where the proposed activity will take place *

C3a. Overall Project Description

It is recommended that applications are written in lay terms for reviewers to better understand the project's potential impact and its anticipated outcomes

Please provide a 100 word lay summary of the research activity to be supported by this travel award (max 100 words) *

Word count:

Must be no more than 100 words.

Outline the proposed activities and explain how they will contribute to achieving the objectives of the selected IGAP Academic stream- Describe specifically how

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the proposed activity will strengthen the development, competitiveness and submission of the identified funding application. *

Word count:

Must be no more than 300 words.

Briefly outline your track record relative to opportunity in the context of the proposed activity. *

Word count:

Must be no more than 300 words.

Academic applicants may wish to highlight experience in the research field, previous collaborations and/or previous engagement with the proposed external funder.

C3b. Overall Project Description

It is recommended that applications are written in lay terms for reviewers to better understand the project's potential impact and its anticipated outcomes

Please provide a 100 word lay summary of the research activity to be supported by this travel award (max 100 words)

Word count:

Must be no more than 100 words.

Outline the proposed activities and explain how they will contribute to achieving the objectives of the selected IGAP Professional stream- Describe specifically how the proposed activity will generate institutional benefit and improve capability beyond your immediate business area.

Word count:

Must be no more than 300 words.

Briefly outline your track record relative to opportunity in the context of the proposed activity.

Word count:

Must be no more than 300 words.

Professional applicants should demonstrate their ability to be an ambassador for the University of Melbourne

C4a. Proposed sources of external funding

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List the external funding opportunity(ies) that will be targeted as a result of this IGAP activity, with the expectation that the funding application will be submitted by 31 December 2027. Academic staff applicants MUST include at least one funding opportunity that meets the eligibility criteria as stated in the scheme guidelines

Sponsor Name

Scheme/Call Name (or N/A)

Funding opportunity type *

Scheme link (if available)

Is this activity intended to support development of a specific 2027 funding opportunity? *

Academic IGAP applications must target a specific funding opportunity expected to be submitted in 2027.

What role will the University of Melbourne have in the proposed funding application?

Estimated value budgeted to the University of Melbourne (AUD) *

Where the sponsor currency is not AUD please convert to AUD equivalent amount.

Please briefly describe the specific funding opportunity this activity is intended to support.

Word count:
Must be no more than 150 words.

Describe the specific institutional capability gap or opportunity that this activity is intended to address and explain how the proposed activity will contribute to improving capability across the University or precinct. The *

Word count:
Must be no more than 200 words.

I confirm that the estimated value budgeted to the University of Melbourne is expected to be at least AUD \$100,000. *

☐ I Confirm

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C4b. International Funding Opportunity / Sponsor Focus

Which international funding sponsor(s), programme(s), institutional partnerships or capability areas will this activity focus on?

Other:

How will the knowledge, connections or insights gained through this activity contribute to broader University and/or precinct capability?

Word count:

Must be no more than 200 words.

Describe how you will share the knowledge and insights gained through the activity, including at least one formal knowledge-sharing activity, and how these learnings will improve institutional and/or precinct capability beyond your immediate business area. *

Word count:

Must be no more than 300 words.

PART D: Proposed Budget

D1. Budget (GST exclusive)

Briefly outline the proposed budget, including any applicant and collaborator in-kind or cash contributions. Please specify which researcher is traveling, the location to which they are traveling, and briefly describe the purpose of the travel.

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Category	Specifics and justification	Amount Requested (AUD)
E.g. airfares, accommodation, other expenses	Provide a brief breakdown of costs, e.g. 5 nights accommodation @ \$X/night	Must be a dollar amount and no more than 5000.
		\$

This number is calculated from the totals for each budget category above.

Total Amount Requested

\$

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This number/amount is calculated.

What is the total financial support you are requesting in this application?

PART E: Declaration

* indicates a required field

E2. Applicant Declaration

By submitting this application, I declare that the information I have given in this application is true to the best of my knowledge, and I understand that any offer of funding may be withdrawn if false information is given. *

☐ I agree

E3. Privacy Collection 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. 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.

Research, Innovation and Commercialisation is collecting the information in this form to record administrative details of the applicant, and for assessment of the grant proposal by the relevant selection committees and personnel involved in the delivery of this funding program.

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

* indicates a required field

This section is Admin Use Only

- ☐ Yes
☐ No

Admin Use Only - Applicants do not need to complete

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The following section will be completed by the RIC team post submission of application.

Cost Centre

Award Number

Project Number

Attachment uploaded

- ☐ Yes
☐ No

If a student is working on the project/activity, will the result of the project/activity form part of their Thesis or Student Project? *

- ☐ Yes ☐ No

This project involves a clinical trial

- ☐ Yes
☐ No

This research involves

Is there any aspect of this project or its associated agreement that is or needs to be treated as confidential?

- ☐ Yes
☐ No

Currency

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

- ☐ Yes
☐ No

As per the Procurement Policy (MPF1087)

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

- ☐ Yes
☐ No

Total Project Cost

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

