

2026 Lund-Melbourne Joint Research Workshop application form V2

Form Preview

Part A: Administrative Details

* indicates a required field

Information before completing the application

The Lund-Melbourne Joint Research Workshop Fund supports joint research workshops aimed at developing new and emerging research collaborations between Lund University and the University of Melbourne. The scheme supports workshops that may be hosted at either institution and are intended to contribute to longer-term collaboration and preparation of external funding proposals.

BEFORE YOU BEGIN

- Please ensure you have read and understood the Lund- Melbourne Joint Research Workshop [Guidelines](#) and Instructions to Applicants.
- All applications must be endorsed by the PI's Head of Department/School by completing and signing the relevant section of the Authority to Submit Form (formerly Faculty Certification Form)/Project Certificate.
- University of Melbourne PIs must attach the PDF of the Authority to Submit Form to this application.
- Lund University PIs must attach a PDF version of the LU Project Certificate to this application.
- Proposals should support new or emerging collaborations, or enable a substantive step change in an existing collaboration, in line with the scheme guidelines.
- Incomplete applications or declined eligibility exemptions will not be progressed for further assessment.

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

***Fields with an asterisk are mandatory.**

A1. Eligibility Checklist

Eligibility will be assessed in accordance with the scheme guidelines and must be met at the time of application and for the duration of the award.

University of Melbourne Principal Investigator: *

- ☐ I confirm that I am a University of Melbourne academic staff member (Level A6 or higher and 0.5 FTE or higher) at the time of the application and for the duration of the award.
- ☐ 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.

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Lund University Principal Investigator: *

☐ I confirm that I am an eligible academic staff member at Lund University at the time of application and for the duration of the award.

A2. Summary

Project Title *

Start Date

End Date

Hosting university

Sending university

A2. Principal Investigator - University of Melbourne

UOM PI *

Title First Name Last Name

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

UOM PI Email *

Must be an email address.

Must be an UoM email address. Please enter unimelb primary email address. You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

Role in this project *

Applicant Position *

e.g. Lecturer, Biomedical Sciences

Faculty *

Career stage *

Gender identification *

Other:

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

I confirm that I do not have outstanding Progress or Final Reports from any other University of Melbourne Researcher Development Scheme. *

☐ Yes

☐ No

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

☐ Yes

☐ No

A3. Principal Investigator - Lund University

Lund PI *

Title

First Name

Last Name

Lund PI Email *

Must be an email address.
Must be a Lund email address.

Phone number (Lund) *

Must be a number.

Role in this Project *

Applicant Position

e.g. Lecturer, Biomedical Sciences

Faculty *

Department or Research Centre (Institute) *

Office Address (Lund) *

Career stage *

Institution

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If institute not found, provide contact name, a link to the organisation website or other identifying information such as ABN or address

A4.Collaboration

The proposal supports new collaborations or further development of emerging collaborations. (e.g. new research direction or expanded research team). *

☐ Yes

☐ No

New collaborations will be prioritised. Established collaborations must clearly articulate how the workshop extends the collaboration

Please explain how the proposed workshop represents a substantive new direction, expanded collaboration, or step-change in activity. *

A5. University of Melbourne Research Team

Please list any participants to be listed on the grant other than the UOM lead PI above.

Name

Title

First Name

Last Name

Email

Must be an email address.

Please enter unimelb primary email address. You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

Faculty

Role

Career Stage

A6. Lund University Research Team

Please list any participants to be listed on the grant other than the Lund University lead PI above.

Name

Title

First Name

Last Name

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Email

Must be an email address.

Faculty & Department/
Research Centre
(Institute)

If institute not found,
provide contact name, a
link to the organisation
website or other
identifying information
such as ABN or address

Role

Career Stage

A7. Equity, Diversity, and Inclusion

The University of Melbourne and Lund University are committed to fostering inclusive and equitable research environments. To this end, we invite applicants to identify relevant aspects of their workshop proposal and self-identity.

Please select any/all of the below researcher background options that you personally identify as:

You may select more than one	You may select more than one.	
☐ Indigenous researcher (Aboriginal or Torres Strait Islander) ☐ Indigenous researcher (International) ☐ Researcher with a disability ☐ Minority researcher in your discipline (e.g. woman in STEM) ☐ A researcher who has experienced career disruptions in the last five years ☐ A person who identifies as LGBTQIA+ ☐ None of the above ☐ Prefer not to say ☐ Other: 	☐ My project is interdisciplinary ☐ My project involves cross-faculty collaboration within the university ☐ My project involves Indigenous knowledge or research that has significance or relevance to Aboriginal and Torres Strait Islander people and communities ☐ My project will have a direct impact on cultural diversity, inclusion and/or equity. ☐ None of the above ☐ Other: 	☐ Indigenous researcher (self-identification) ☐ Direct engagement with Indigenous Knowledge ☐ Direct engagement with Indigenous Academics, Organisations or Communities ☐ Other:

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Part B: Proposal Overview

* indicates a required field

Applications will be assessed on:

- Project design and rationale
- Collaborator complementarity
- Potential impact
- Capacity for future collaboration/funding

Responses should primarily focus on the workshop design, planned activities, collaboration development, and future funding pathways, rather than the broader research project.

Describe the purpose of the joint research workshop and how it will establish or extend collaboration between Lund University and the University of Melbourne. *

Word count:

Must be no more than 250 words.

Describe the specific objectives and expected outcomes of the workshop, including anticipated longer-term collaboration and potential future funding opportunities. *

Word count:

Must be no more than 250 words.

Describe the structure, format, planned sessions, participants, and rationale for the workshop. Focus on the workshop activities rather than the underlying research project. *

Word count:

Must be no more than 500 words.

Describe the potential for future collaboration and/or external funding arising from the workshop, including indicative next steps. *

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Word count:

Must be no more than 250 words.

Explain how the success of the workshop will be evaluated (e.g. strengthened collaboration, joint publications, funding pathways, follow-on activities). *

Word count:

Must be no more than 200 words.

Equity, Diversity and Inclusion

Describe how equity, diversity and inclusion will be embedded in the workshop design and future collaboration. Responses should be written so as not to identify individual participants. *

Word count:

Must be no more than 250 words.

Responses should describe how equity, diversity and inclusion will be embedded in the workshop design and future collaboration.

Research Project 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

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Part C: Proposed Budget

* indicates a required field

Budget instructions

All requested costs must be eligible under the scheme guidelines and directly related to the delivery of the joint research workshop.

- Total funding per project: AUD \$20,000 (or SEK equivalent)
- Sending institution requests must not exceed \$15,000 AUD/SEK equivalent.
- Host institution requests must not exceed \$5,000 AUD/SEK equivalent.
- Ineligible costs include directly incurred staff (e.g. Research Assistants), replacement teaching/research costs, scholarships, honoraria, and conference attendance.

C1. Melbourne Budget

- Add or delete budget categories as needed by selecting +/- buttons.
- 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.

Budget Category	Itemised Budget	Category Total (AUD)
Travel		
Accommodation		
		Must be a dollar amount.

C2. Melbourne Budget Total

Total Amount Requested (AUD)

This number/amount is calculated.

C3. Lund University Budget

- Add or delete budget categories as needed by selecting +/- buttons.
- 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.

Budget Category	Itemised Budget	Category Total (SEK)
Travel		
Accommodation		

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C4. Lund Budget Total

Total Amount Requested (SEK)

This number/amount is calculated.

C5. Other funding

Is there any UOM in-kind contribution related to this project's budget?

- ☐ Yes
☐ No

Describe any internal or external funding held or applied for that relates to this collaboration, including funding that does not directly overlap with the proposed workshop activities. *

Word count:

Must be no more than 150 words.

Part D: Principal Investigator CVs

* indicates a required field

D1. University of Melbourne

Principal Investigator CV (2-page maximum). *

Attach a file:

D2. Lund University

Principal Investigator CV (2-page maximum). *

Attach a file:

Part E. Endorsement of the application

* indicates a required field

University of Melbourne

To obtain the UoM Head of Department's approval, please complete the Authority to Submit Form and ask your Faculty Research Office to obtain HoD approval.

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The form is available on the scheme website.

Once the form is completed and signed, please attach the PDF copy below.

Authority to Submit Form *

Attach a file:

Make sure that all sections are completed, all relevant boxes are ticked, and that the form is signed.

If successful, I approve my application being included in the University of Melbourne successful applications library.

☐ Yes

☐ No

An Honorary declaration is required for Honorary employees whose primary academic affiliation is the University of Melbourne. This should be provided using the declaration form provided on the [scheme website](#).

University of Melbourne - Honorary declaration form (If applicable) *

Attach a file:

Please make sure that all sections in the form are completed, including signatures, and that all relevant boxes have been ticked.

Lund University

Lund applicants must confirm internal endorsement in accordance with Lund University procedures.

To obtain the LU Head of Department's approval, please complete the Project Certificate and forward to your Head of Department. To receive the Project Certificate template, please email impactactions@global.lu.se well in advance of the deadline. Once the form is completed and signed, please attach the PDF copy below.

Project Certificate Form *

Attach a file:

as PDF Format

If successful, I consent to Lund University using a high-level overview of the information and any photos provided in this application and/or final report for communication and promotional purposes (e.g. websites and news articles).

☐ Yes

☐ No

Part F: Compliance and Regulatory Approvals-UoM PI

* indicates a required field

University of Melbourne: Fields of Research Codes (FoR)

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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%

FoR Codes

Select Code *

FoR Percentage

Percentage *

Must be a number.

Must be a number between 1 and 100.

Total FoR Percentage

Total FoR Percentage

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

University of Melbourne: 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. Use the 'Add More' button to add a row for each code. Please include a percentage for each code (**totalling 100% for all codes**).

SEO Codes

Select Code *

SEO Percentage

Percentage *

Must be a number.

Must be a number between 1 and 100.

Total SEO Percentage

Total SEO Percentage

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

Part G: Submission Instructions

Privacy Notice

The information in this form is being collected by Research, Innovation and Commercialisation (RIC) on behalf of Chancellery Research and Enterprise (CRE), 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 Lund University. The information will be used by authorised

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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.

The University of Melbourne is committed to protecting personal information provided by you in accordance with the Privacy and Data Protection Act 2014 (Vic). All information collected by the University is governed by the University's Privacy Policy. For further information about how the University deals with personal information, please refer to the University's [Privacy Policy](#) or contact the University's Privacy Officer at privacy-officer@unimelb.edu.au.

Admin Use Only

This section is Admin Use Only

- ☐ Yes
- ☐ No

Cost Centre

Award Number

Proposal Number

Attachment uploaded

- ☐ Yes
- ☐ No

This research involves

This project involves a clinical trial

- ☐ Yes
- ☐ No

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?

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- ☐ Yes
- ☐ No

Currency

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

- ☐ Yes
- ☐ No

As per the Procurement Policy (MPF1087)

Total Project Cost

This number/amount is calculated.

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

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.

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