

International Research Collaboration Award

Applicant Guidance

Graduate School is offering four research collaboration awards to promote mobility by undertaking a research visit to a leading international research institution. The host organisation can be a university, research institute, commercial organisation, government department, charity, or non-governmental organisation.

This working visit can be up to two months duration, with a maximum of RM15,000. All completed applications together with supporting documents must be submitted to graduateschool@nottingham.edu.my by **6 December 2019**.

Both the visit and funding must be completed by **30 October 2020**. All receipts for claim purposes must be submitted to Graduate School latest by 30 October 2020.

Purpose

1. To establish a new contact or strengthen an existing research collaboration with an international partner
2. To gain new skills or competencies commensurate with being a successful global researcher
3. To deepen your understanding of research in an international arena

Expectations

During the visit, you will be encouraged to blog your experience, as well as your project progress. After the visit, you will be required to submit a 1,000 word report, and to be interviewed briefly by the Graduate School for social media channels. You are also encouraged to give an internal oral presentation (e.g. to School or Faculty) on what you gained from the experience.

Eligibility

PGRs:

- A registered PhD student at UNM
- Passed your 1st year annual review
- Not yet entered your thesis pending period

ECRs:

- An early career academic research staff at UNM

The award *cannot* be used for prior research attachments, to fund conference attendance or to complete existing fieldwork/data collection which is integral to the successful completion of a doctoral thesis or currently funded research project.

Checklist

You will need to:

- Identify a host organisation and obtain a letter of support on letter-headed paper
- Specify what activities you will undertake, what you will achieve and why this is important. Make sure your objectives are **S.M.A.R.T**
- Explain the benefits for i) yourself personally, ii) your Research Centre, Institute or Group¹
- Provide costings and justification (quotations can be included too)
- Request a letter of support from your primary supervisor/ head of department. In this letter of support, we will be looking for evidence of the longer term benefits to the research collaboration and what tangible plans exist for funding applications, dissemination of outputs etc. following this award
- Prepare optional supporting information (e.g. Gantt chart)

¹ Beacons include Future Food Malaysia and Developing Sustainable Societies. Institutes include Aerospace Technology and Asia Research Institute. Groups include Digital Frontiers, Nanotechnology and advanced materials, Smart manufacturing, and Inclusion and Diversity in the workplace. There is also a Centre for Green Technologies.

Save files using the following nomenclature:

- Application form: 'your surname_IRCA app.pdf' (maximum size = 250MB)
- Supporting documents: 'your surname_IRCA file.pdf' (maximum size = 250MB)

Guidance notes

Section 1: Personal details

Personal details will be used by the University of Nottingham to process your application.

Section 2 Host organisation

Priority will be given to those collaborations with world leading organisations, relevant to the research question of interest.

Section 3 Study proposal

Specify i) what activities you will undertake, ii) what you will achieve and iii) why this is important, using no more than 500 words for each subsection.

Priority will be given to those projects that will bring tangible benefits not only to you personally but also to one of UNM's new Research Centres, Institutes or Groups. Please discuss this with your primary supervisor/ head of department who should be a member of one of the above.

Justification should be based on the **S.M.A.R.T** objectives

Specific - Objectives should specify what you want to achieve

Measureable - You should be able to measure whether you are meeting the objectives or not

Achievable – Are the objectives you set achievable and attainable?

Realistic - Can you realistically achieve the objectives with the resources you have?

Timely – When do you want to achieve the set objectives?

The collaborative activity might be longer than the actual site visit. For example, if some of the work is to be done remotely (e.g. data collection at your host site followed by data analysis at UNM).

Section 4 Benefits

Specify anticipated benefits to i) you personally, and ii) to your primary supervisor/ department and/or your Research Centre, Institute or Group², using no more than 500 words for each subsection.

Section 5 Costs

All travel and subsistence costs must comply with UNM's travel and expenses policy. Travel quotes should be accompanied by screenshots of your preferred flight and accommodation. An eligible cost is the fee for obtaining a Visa (*if required*) but it is your responsibility to obtain the Visa itself.

A breakdown of the costs is required, plus a short justification of value for money. Any additional support in kind that might be provided by the host organisation should be described because this provides evidence of Added Value. Examples include subsidised accommodation, free access to equipment etc.

If the total cost exceeds RM15,000, you will need to provide some evidence to show how the additional costs will be met (e.g. in the Letter of Support from your Head of School).

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