

Radboud-Glasgow Collaboration Fund

2024-2025

Application Guidelines

Research and Learning & Teaching (Education) Projects

Radboud University and the University of Glasgow have identified each other as strategic partners to foster deep collaborations in research and education. The Radboud-Glasgow Collaboration Fund (RGCF) has been established to facilitate and support joint initiatives that will strengthen the two universities' strategic priorities, through innovative education as well as multi-disciplinary cutting-edge research in order to create academic and societal impact.

The RGCF encourages proposals for one-year collaboration projects in the areas of research and learning & teaching (education) as well as opportunities for short term mobility visits.

These guidelines provide information about the application procedure and the selection criteria for Research and Learning & Teaching (Education) projects.

Research and Learning & Teaching (Education) Projects

Colleagues are encouraged to submit funding applications for project proposals which support collaborative research between Radboud and Glasgow as well as proposals for innovative learning and teaching initiatives such as dual degrees, jointly taught modules etc.

Applicants must demonstrate that their projects have an added value for the cooperation between Radboud University and University of Glasgow and are relevant, innovative and of high quality. Furthermore, the project proposed should lead to an enduring collaboration in the long-term, preferably including a plan for engagement and outlining opportunities for leveraging external funding.

Priority Funding

In 2023 it was announced that both universities would increase their investment in the Radboud-Glasgow partnership. This increase in funding allows the RGCF to better support the high-level goals of the collaboration through priority funding.

The RGCF welcomes projects that will set out a more ambitious vision and that include, but are not restricted to, the following:

- Contribute to both Glasgow's and Radboud's long-term [EDI/DEI](#) goals in relation to any or all of, the implementation, content, or impact of research or learning & teaching projects.
- Focus on civic engagement.
- Contribute to both [Glasgow's](#) and [Radboud's](#) long-term sustainability goals, in relation to any or all of, the implementation, content, or impact of research or learning & teaching projects.
- Aim to use the RGCF as seed funding for bigger projects by developing a portfolio of research over (max) 5 years with the aim of applying for a large research grant.
- Are interdisciplinary and/or transdisciplinary.
- Contribute to or create and maintain an international classroom for students of both institutions.
- Seek to further strengthen the collaboration between the two institutions by developing mobility and/or exchange opportunities relating to the topic of the proposal.

Each successful project will be awarded funding for one year with the possibility of a second year of funding, subject to a new application being submitted. Colleagues looking to apply for a second year of funding are required to demonstrate how their proposal will build on from their previous application, and justify the need for additional funds. Projects that seek to develop a 5-year research portfolio will also be required to submit a new application each year in order to review progress.

The Project Lead should be understood as either the Principal Investigator in research projects or Collaboration Lead for learning & teaching (education) projects.

The maximum budget for projects is £20,000 per year. This funding is for the project overall. Applicants are encouraged to seek a balanced distribution of funds across the partners. If this is not possible, justification should be provided.



If you are interested in applying to the Radboud-Glasgow Collaboration Fund, please contact colleagues at externalrelations-partnershipfunding@glasgow.ac.uk (for UofG colleagues) or glasgow@ru.nl (for RU colleagues), at your earliest convenience.

1. Eligibility

- 1.1. Proposals are invited from academic or professional staff from all disciplines at RU and UofG and their affiliated Research Centres and Institutes.
- 1.2. Project Leads from must have an active contract of employment with one of the partner institutions (appointed at least 0.5 FTE). If on a fixed term contract, the end date must be beyond the funding period.
- 1.3. Higher Degree Research students, post-docs, and research assistants/associates are not eligible to apply as Project Leads but are welcome to join the applications as collaborators or co-Project Leads.
- 1.4. All applicants must have an active contract of employment with one of the partner institutions (appointed at least 0.5 FTE). If on a fixed term contract, the end date must be beyond the funding period.
- 1.5. **For UofG staff:** proposals are also welcome from those who can either start their project immediately, or front load spending. An initial transfer of funds will be made in May provided these can be spent by **31st July 2024**. The rest of the budget will then be transferred in August 2024 and must be spent by **31st July 2025**.
- 1.6. **For RU staff:** The budget for RU staff will be transferred as one amount in August 2024.

2. Duration

- 2.1. Projects must be completed by **31st July 2025**.
- 2.2. A small amount of funding can be made available for UofG staff in June provided this can be spent by **31st July 2024**. All other funds will be available until the project deadline on **31st July 2025**.

3. Timeline

Applications open	1 st February 2024
Applications close	5 th March 2025
Applicants notified	Week beginning 13 th May 2024
Start of Project	From 20 th May 2024
End of Project	By 31 st July 2025

4. Eligible costs for funding

- 4.1. Activities that will be considered for funding include:
 - Airfares (economy class only);
 - Other travel expenses (e.g. train, rental car);
 - Seminar/conference or workshop costs (virtual or in-person);
 - Accommodation and subsistence;

- Certain research material/equipment (please provide specific details);
- Event registration fees (applicants must provide clear rationale and justification for the need of this cost and how it will benefit the project and/or collaboration);
- Funding for direct research assistance may also be approved, if the Panel feels this has been adequately justified (please contact Radboud-Glasgow Collaboration Fund Coordinators for further information)

Applicants should consider the use of both face-to-face and virtual engagement in their efforts to take forward their proposed projects.

Unfortunately, the Radboud-Glasgow Joint Steering Group is unable to cover the cost of any lost funds as a result of cancelled travel. Any travel plans therefore, should include contingency arrangements.

Applicants are encouraged to contact the Radboud-Glasgow Collaboration Fund Coordinators as soon as possible in case of any finance related queries during the project.

- 4.2. Applicants should outline how their requested funds are to be broken down to support their proposed application.

We would expect travel costs to be based (approximately) on the following:

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| ▪ Flight Costs (based on return flight GLA-AMS) | GBP 250.00 |
| ▪ Train costs (Amsterdam to Nijmegen, return) | GBP 50.00 |
| ▪ Accommodation costs | GBP 150.00 per day |
| ▪ Subsistence costs | GBP 50.00 per day |

- 4.3. All travel activities must comply with the guidelines of the respective universities and be in line with sustainability policies for travel. Successful recipients are also encouraged to ensure they arrange appropriate travel insurance:

- **Radboud** – All Radboud travel must comply with the [Business Trip Regulations](#).
- **Glasgow** – For sustainability, please consult the UofG [sustainable travel guidance](#). For insurance and risk assessment please consult the UofG [TRICAP pages](#).

- 4.4. Activities that will **not** be considered for funding:

- General teaching;
- An individual staff member’s research projects, unless as catalytic funding for the establishment of an international research collaboration with the prospect of external funding;
- Website development;
- Scholarships for students;
- Course fees for international students;
- Bench fees;
- Mobile phone cards;
- Entertainment costs; and
- Computers, including laptops (excluding access to high-performance computers or other specialised applications that are justified by the project) and basic computing facilities such as printers, word processing and other standard software.

5. Submission Requirements

5.1 All proposals should be submitted using the application form. Please bear in mind that whilst all applications undergo peer review from colleagues within your relevant area of research, your application will also be assessed by the Radboud-Glasgow Joint Steering Committee, who may have limited knowledge of your particular field of expertise. Proposals should therefore be accessible and where possible, written in layman's terms.

5.2 The proposal must address the selection criteria and include the following:

- Information about the Project Lead
- Description of the proposed activity, including timeline and budget
- Background (where appropriate) and potential for continuation of the collaboration
- Rationale, added value and relevance of the project
- Where necessary, a brief letter of support from any additional institution/organisation that intends to formally collaborate (in English and on official letterheaded paper)
- Details of whether a part of UofG funds can be spent prior to 31st July 2024.

5.3 Priority will be given to applications that:

- Contribute to both Glasgow's and Radboud's long-term EDI/DEI goals in relation to any or all of, the implementation, content, or impact of research or learning & teaching projects.
- Focus on civic engagement.
- Contribute to both Glasgow's and Radboud's long-term sustainability goals, in relation to any or all of, the implementation, content, or impact of research or learning & teaching projects.
- Aim to use the RGCF as seed funding for bigger projects by developing a portfolio of research over (max) 5 years with the aim of applying for a large research grant.
- Are interdisciplinary and/or transdisciplinary.
- Contribute to or create and maintain an international classroom for students of both institutions.
- Seek to further strengthen the collaboration between the two institutions by developing mobility and/or exchange opportunities relating to the topic of the proposal.

Any plans for this should be incorporated in the application.

5.4 All applications must be jointly completed by both Project Leads.

5.5 All applications must be submitted to externalrelations-partnershipfunding@glasgow.ac.uk
AND glasgow@ru.nl.

5.6 All applications require the endorsement of the relevant Heads of School/Faculty of both institutions.

5.7 Only complete submissions will be considered.

5.8 Late applications will not be considered.

6. Selection Criteria

6.1. Project proposals will initially be assessed by checking whether the basic requirements of the application form have been met and then considering whether the proposal deals with one

of the funding priorities.

6.2. Projects will then be assessed by the following 4 criteria:

Primary criteria

- Added value

How does the proposal have a positive impact on both universities? Does the proposal deliver research impact? Does the proposed activity lead to further funding opportunities? Does the proposal have the potential to improve the quality of research and L&T? Does the project increase access to research facilities? Does the project improve the student experience?

- Relevance

Is the proposal innovative? Does the proposal potentially have important academic or societal impact (e.g. links to industry)? Does the proposal demonstrate a global outlook and intercultural awareness? Does the content of the proposed project show excellence? Does the project enhance innovative pedagogic approaches or new learning opportunities and experiences?

Secondary criteria

- Feasibility

Is the project timeline clear and realistic? Are the project deliverables described in a clear and measurable way? Is the budget cost-effective and appropriate for the proposed activity? Will the project feasibly deliver what it promises?

- Sustainability

Does the project proposal demonstrate a clear long-term ambition? Is it clear how the project results will be of value after the funding period? Is the strategy for communicating and implementing the project results convincing? Will the resulting objectives be financially sustainable?

7. Approval Process

Please note, applications must be reviewed and signed off by the relevant Dean of Faculty at RU and relevant Head of School at UofG, **prior to submission**.

The Radboud-Glasgow Joint Steering Committee reserves final authority over the selection of projects. The Joint Steering Committee is formed of representatives from both universities.

8. Notification of Application Outcomes

All applicants will be notified of the outcome by **the week commencing 13th May 2024**. Those who are successful, will also receive details of how to accept the award and access funding.

9. Change of Project Lead

Applicants should contact the Program Coordinator (see *Further Information* for contact details) at each institution in case of change of a project lead. Such changes will need to be approved and documented.

10. Financial and Reporting Obligations

10.1. The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and prior approval is needed for any variation in the budget items. Requests for variations from



original proposals must be submitted to both universities. Please contact the Program Coordinators as soon as possible.

10.2 The funding will be paid to the Faculty/Department/School/Business Unit of the applicant. Project Leads should contact their relevant Faculty/Department/School/Business Unit directly for details on how this funding can be accessed. Awardees should adhere to the purchasing guidelines of their respective universities.

10.3 Grants not spent by the project end date must be returned.

10.4 Recipients will be required to submit a final report by **1st November 2025**. Recipients who fail to submit a final report will not be eligible to submit future applications.

10.5 Financial Timeline:

Start of Project	Week commencing 20 th May 2024
Payment of Grant	For UofG staff: for those able to start immediately, or front load spending, a portion of the funds can be issued in June 2024, provided these will be spent by 31st July 2024 . The rest of the budget will then be transferred August 2024. For RU staff: Funds will be transferred in August 2024
End of Project	31 st July 2025
Deadline for Report	1 st November 2025

Please note, it will not be possible to extend recipients' access to the funding past the project deadline, 31st July 2025.

Further Information

For further information please contact the Collaboration Fund Coordinators:

Radboud University
E-mail: glasgow@ru.nl

University of Glasgow
E-mail: externalrelations-partnershipfunding@glasgow.ac.uk