

# Radboud-Glasgow Collaboration Fund

## Application Guidelines

### Short Term Staff Mobility Opportunities

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 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 to create academic and societal impact.

The Radboud-Glasgow Collaboration Fund 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 short term mobility opportunities for staff.

Please note, in light of sustainability policies for travel, applicants are recommended to also explore ways not necessarily linked to travel to pursue collaboration. Any travel plans should include contingency arrangements.

# Short Term Mobility Projects

Colleagues from both universities are encouraged to submit funding applications for short term mobilities.

Applicants must demonstrate the purpose of their visit. This could include professional development; exchange of knowledge and experience (e.g. work shadowing); to deliver guest lectures; or to develop a new collaboration initiative; to prepare an external grant funding proposal.

The maximum budget for each individual mobility is £2,000 per person.

## 1. Eligibility

- 1.1 Proposals are invited from individual academic and professional services staff from across both universities and their affiliated Schools, Research Centres and Institutes.
- 1.2 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.
- 1.3 Postdoctoral researchers and PhD candidates are only eligible to apply if their supervisor is a co-applicant and can confirm the aim of the visit.
- 1.4 Members of the Steering Committee and those directly involved in the Radboud – Glasgow Collaboration Fund are not eligible to apply.

## 2. Timeline

Applications are open on a rolling basis and funding is available for 12 months, from 1<sup>st</sup> Aug until 31<sup>st</sup> July of the following year. Visits should be no longer than 30 days in duration.

## 3. Eligible costs for funding

3.1 Activities that will be considered for funding include:

- Airfares (economy class only);
- Other travel expenses (e.g. train, rental car);
- Accommodation and subsistence;
- 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).

3.2 All travel activities must comply with the guidelines of the respective universities. Please also be aware of any Covid-19 related travel restrictions. With regards to costs, please also consider expected costings provided under Point 4 (Budget). In light of sustainability policies for travel, please also include details of why physical travel is necessary.

- **Radboud** – All Radboud travel must comply with the [Business Trip Regulations](#).
- **Glasgow** – All Glasgow travel must comply with the [UofG Travel Advice & Support](#)

### 3.3 Costs that will **not** be considered for funding:

- Salaries or salary supplementation, and honoraria;
- Bench fees;
- Mobile phone cards;
- Entertainment costs.

## 4. Budget

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 on the following:

- |   |                      |
|---|----------------------|
| • Flight costs (based on return flight GLA-AMS) | GBP 200.00           |
| • Train costs (Amsterdam to Nijmegen, return)   | GBP 50.00            |
| • Accommodation costs                           | GBP 150.00 per night |
| • Subsistence costs                             | GBP 50.00 per day    |

## 5. Payment of the award

The funding will be paid to the Faculty/Department/School/Business Unit of the applicant. Applicants should contact their relevant Faculty/ Department/School/Business Unit directly for details on how this funding can be accessed.

## 6. Submission requirements

6.1 All proposals should be submitted using the application form.

6.2 The proposal must address the selection criteria and include the following elements:

- Purpose of the visit
- Arrival and departure date
- Information about the applicant

6.3 All applications must be submitted by the staff member who is planning the visit.

6.4 All applications must be submitted to [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk) **AND** [glasgow@ru.nl](mailto:glasgow@ru.nl).

6.5 All applications require the endorsement of their Head of School/Institute/Service.

6.6 Only complete submissions will be considered.

## 7. Selection Criteria

Applications will be selected for funding based on the following criteria.

*Will the visit lead to professional development of staff?*

*Will the visit result in exchange of valuable knowledge and experiences?*

*Will the visit provide an opportunity for increased connectivity between the Universities?  
Could the visit enhance the student experience?  
Could the visit lead to new collaborative projects?  
Could the visit lead to external grant applications?*

## 8. 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**.

Successful applications require the approval of members of the Radboud-Glasgow Joint Steering Group. The Joint Steering Group reserves final authority over decisions to approve applications.

## 9. Notification of Application Outcomes

All applicants will receive notification of the result of their proposal within 3 weeks of submitting the application form.

## 10. Change of Date or Period of Travel

Applicants should contact the Program Coordinator at each institution in case of change of date or period of travel.

## 11. Financial and Reporting Obligations

- 11.1 The funding should only be used for the approved visit. It must not be used for any other purposes. Request for variations from original proposals must be submitted to both universities.
- 11.2 Recipients will be required to submit a report within **two months of completion** of the visit. Recipients who fail to submit a final report may not be eligible to submit future applications.
- 11.3 Grants not spent during the visit must be returned so that unspent balances can be re-allocated.

### Further Information

For further information please contact the Programme Coordinators:

**Radboud University**  
E-mail: [glasgow@ru.nl](mailto:glasgow@ru.nl)

**University of Glasgow**  
E-mail: [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk)