

REGIONAL COLLABORATIONS PROGRAMME

▶ WORKSHOP GUIDELINES

Regional Collaborations Programme Round 2 Workshop Guidelines

Introduction

Rapid population growth, digital disruption and environmental dynamism have all contributed to making the 21st century period as one of dynamic change and complexity. Challenges such as the increasing demand on natural resources and the environment requires national, regional and global responses. International science and innovation cooperation can play a key role in addressing economic, social and environmental challenges, including those identified in the [United Nations Sustainable Development Goals](#).

The Organisation for Economic Co-operation and Development (OECD) CSTP Steering Group identified that an effective response to such challenges requires flexibility in institutional frameworks for priority setting, flexible funding and spending mechanisms, tailored approaches to knowledge sharing and intellectual property and an inclusive approach to science and innovation to enable the benefits of science to be shared by all. Such an approach would enable achieving national societal goals through research and innovation.

Background

The Regional Collaborations Programme (the Programme) aims to assist Australian researchers and businesses build stronger linkages in the Asia-Pacific region to support inclusive and sustainable economic growth and prosperity.

The Programme objectives include:

- helping to remove barriers between researchers and businesses seeking to collaborate;
- building technical and research mobility; and
- supporting Australia's access to global science and research networks and infrastructure.

These activities will promote an open approach to science, research and industry collaboration throughout the Asia-Pacific region.

This Programme was launched in August 2017 as part of the Australian Government's [Global Innovation Strategy](#), under the National Innovation and Science Agenda.

Funding support is available for Australian research and businesses to undertake science, research and innovation **projects or non-project aligned thematic workshops** that deliver innovative solutions to shared regional challenges.

Round 2 supported activities

In 2018, funding support under the Programme is available for:

- multi-partner collaborative **projects** addressing areas of regional challenge, and
- non-project aligned thematic **workshops** addressing areas of regional challenge.

This guide outlines arrangements and conditions for **thematic-workshops applications only**. A separate set of guidelines have been developed for the projects which is available [here](#).

Funding arrangements

The Australian Academy of Science (the Academy) invites Australian research organisations and businesses to apply for funding for **non-project aligned, multi-partner workshops** under the Regional Collaborations Programme (Programme). This funding initiative is part of the Australian Government's [Global Innovation Strategy](#) under the [National Innovation and Science Agenda](#). The Programme will fund Australian participants from eligible research organisations and businesses to collaborate with regional and international science, research and innovation partners on developing solutions to shared regional challenges within the Asia–Pacific region.

In Round 2 of the Programme, a total funding pool of \$250,000 is available for thematic workshops that explore regional challenges. Support of up to \$100,000 per workshop is available for workshops held between 1 April 2019 and 31 December 2020.

Workshops must include a contribution (cash and in-kind) that either matches or exceeds the amount of Programme funding requested. The contribution must have a minimum cash-only component of 25% of **total** workshop value or \$25,000 AUD, whichever is lower.

For example, if an applicant seeks \$25,000 of Programme funding, then the workshop proponents would need to contribute another \$25,000 (with a minimum of \$12,500 being cash only), bringing the total value of the workshop to \$50,000.

The Programme aims to support the Australian Government's commitment to:

- assist in the removal of barriers for researchers and businesses seeking to collaborate on issues of regional and national significance;
- support technical and research mobility; and
- build research capability, facilitating Australia's access to global science and research networks and infrastructure.

Thematic areas

In line with the topics of the 2018 Asia Pacific Economic Cooperation Chief Science Advisors and Equivalent meeting, funding support for workshops is available in the following thematic areas;

- next generation agriculture
- tropical health and medicine
- science workforce capability
- public understanding of science
- other areas (strong justification is required).

The objective of the Programme is to use a collaborative approach to developing innovative solutions to shared regional challenges. Applicants should consider carefully how their proposed workshop may support the objectives of the [National Science and Research Priorities](#) and associated Practical Research Challenges, or other regional challenges identified through multilateral fora such as eAsia, Asia–Pacific Economic Cooperation (APEC), Association of Southeast Asian Nations (ASEAN), the East Asia Summit, and the [Sustainable Development Goals](#) and underpinning [targets](#).

Eligibility

Eligible applicants must:

- be either an Australian research organisation or Australian business (see Glossary for definitions); and
- have an Australian Business Number (ABN).

Note: Non-corporate Commonwealth entities, legally and financially part of the Commonwealth (as defined under the *Public Governance, Performance and Accountability Act 2013*) are not eligible under this Programme. Corporate Commonwealth Entities, defined as a Commonwealth entity that is a body corporate, may apply.

Eligible workshops must:

- be led by an Australian organisation;
- include at least **two different regional** economies from the Asia-Pacific region¹ as thematic-workshop partners, in addition to Australia as the lead;
- addresses a regional challenge of significance to Australia;
- address all application criteria, including responding to the merit criteria;
- address a shared regional challenge of national interest, via science, research and innovation collaboration, and includes participation from a broad range of regional economies (i.e. representatives from a broad range of regional economies – as defined at Appendix 1;
- demonstrate a benefit to Australia through the collaborative work proposed;
- feature workshop components, either led by Australia or a regional workshop partner, or facilitated through multi-lateral fora;
- give special consideration to equal gender representation in presenters and workshop facilitation; and
- have evidence of being able to provide matching or greater contributions to the funds requested from the Programme.

Eligible workshop collaborative arrangements:

- must include a minimum of **two different regional** economies from the Asia-Pacific region in addition to Australia as the lead and;
- may consist of any combination of research and business organisations (for example, an Australian university, an Indonesian university and a business from Papua New Guinea).

Collaborative partnerships may include non-regional economies, provided:

- this in supplementary to the minimum of **two different regional** economies from the Asia-Pacific region (in addition to Australia as a lead),
- the key eligibility criteria are met; and
- the project collaborative focus is on the Asia-Pacific region and is linked to a thematic area identified above.

Supporting women in Science, Technology, Engineering, Mathematics & Medicine:

While not compulsory, and not part of the assessment, the Academy strongly encourages applicants to consider opportunities for women in STEM to lead, participate or otherwise be involved in the proposed project, in line with their organisation's commitment to gender inclusion. For example, this might include ensuring workshop speaker gender balance.

The evidence of the social and economic benefits that accrue from inclusive, diverse and equitable approaches to research and innovation is indisputable. The UK's experience with implementing the Athena SWAN Charter and its principles make a strong case for this. Australia's own recent experience with the Science in Australia Gender Equity (SAGE) Pilot of Athena SWAN is starting to bear fruit. Applicants should consider the ten principles of the Athena SWAN Charter when proposing and

¹ As specified in Appendix 1

delivering a project. Information on the Athena SWAN Charter can be accessed [here](#). Information on SAGE can be accessed [here](#).

Funding arrangements

Workshops must include matched funding of 1:1 (cash and in-kind). The total contribution from the Australian and international partners must be greater than, or equal to, the value of funding being sought through this Programme.

In-kind contributions form part of the 1:1 matched-funding calculation, with a minimum cash-only component of 25% of the total workshop value, or \$25,000 AUD, whichever is lower.

It is not permissible to duplicate support available from other sources, including other Australian Government funding mechanisms, with the Regional Collaborations Programme funding. Where applicants already receive Australian Government funding for their core activities, they will only be eligible if they can demonstrate that the activity for which funding is sought is additional to their core activities.

Upon submission of an application, a letter of intent will be required giving appropriate evidence that each workshop partner is genuinely committed to, and prepared to collaborate in, the workshop.

A formal declaration will also have to be signed by all partners outlining any cash contributions and funding sources.

Eligible budget items

- Travel expenses (economy class airfare, associated living expenses, visa and insurance) for Australian speakers and participants².
- Workshop-associated costs, including for example:
 - venue/s hire;
 - catering;
 - formal dinner/s;
 - local transport;
 - travel and accommodation for Australian speakers and/or delegates;
 - technical services (AV, podium, microphones etc.);
 - marketing and promotion, including website;
 - workshop materials (e.g. program booklet, banners, name tags etc.); and
 - delegate materials.
- Other costs as agreed in writing with the Academy.

Application and selection process

1. Applications submitted for assessment.
2. Applications assessed for impact and eligibility.
3. If required, external stakeholder consultation undertaken on alignment of select applications with Australia's strategic priorities.
4. Applicants advised of final assessment outcome.
5. Successful applicants announced, and collaborative workshop funding allocated.

² Travel expenses for Australian speakers/delegates (considered Australian citizens or permanent residents) should be covered by the Programme funding or cash contribution from Australian partner/s. Travel expenses for international speakers/delegates should be covered by the cash contribution from the non-Australian workshop delivery partners.

Application assessment

Assessments will be based on the merit criteria outlined below. Relevant government agencies may also be approached to assist with assessment considerations, in particular, alignment with Australia's strategic priorities.

Applications will be assessed on merit by an expert panel constituted by the Academy. This process may take several weeks.

Unsuccessful applicants will be notified in writing. The Academy is not able to enter into discussion or correspondence regarding the reasons why an application is successful or not.

Successful applicants will enter into a funding agreement with the Academy, as a condition of accepting the funding. The agreement outlines standard terms and conditions.

Merit criterion 1: Aims, significance and outcomes – Weighted 50%

- The workshop addresses a shared regional challenge within the thematic workshop areas, with regard to Australia's national interests, along with building and enhancing regional science, research and industry relationships.
- The aims and key objectives that the workshop will achieve are clearly outlined, including the scientific knowledge, technical capability, and/or industry/innovation to be advanced.
- The workshop is likely to result in ongoing collaboration which supports the objectives and thematic workshop areas of the programme.
- Outcomes have the potential to benefit decision makers, minority/vulnerable groups; industry and businesses.

Merit criterion 2: Design and feasibility – Weighted 25%

- The program outlined in the application will help achieve the anticipated outcomes of the workshop.
- The benefits to Australia and flow-on effects to the region are clearly demonstrated.
- Outlines measures to ensure that the outcomes are sustainable after the workshop is complete and funding ceases.
- The partnership meets the matching cash contribution requirements.
- There is a clear plan for articulating workshop outcomes and to whom.

Merit criterion 3: Capacity of partnership to deliver workshop's goals – Weighted 25%

- The capacity of the lead applicant and partners to undertake the proposed workshop is clearly demonstrated.
- Indication of how existing networks and linkages will be leveraged to strengthen collaboration is provided.
- Indication of how the workshop will facilitate access to resources including infrastructure, capital equipment, technology, intellectual property and required regulatory and other approvals is provided.
- The experience and expertise of the lead applicant and partners in delivering similar workshops involving multi-partner collaborations is demonstrated.

Application process

Applicants must submit their proposal using the Programme workshop application form provided on the Academy's website, by the advertised submission date. Completed applications, including all supporting documentation, must be submitted electronically (preferably in PDF format) to grants@science.org.au.

Materials to be submitted (in the following order)

- 1) Summary page.
- 2) Application form.
- 3) Supporting documents, including:
 - a) CV of workshop manager (no more than 3 pages) if no LinkedIn or web profile is available.
 - b) Itemised budget including income and expenditure from Australian and non-Australian partners (see Appendix 2 for sample expenditure budget).
 - c) Signed letters of intent of support and verification of indicative cash contributions from workshop partners (see Appendix 3 for sample letter).

Note: Applicants may be contacted by the Academy to clarify aspects of their application.

Completed applications, including supporting documentation, must be submitted electronically (preferably in PDF format) to grants@science.org.au.

For further inquiries, please contact the Academy directly:

International Programs
Australian Academy of Science
GPO Box 783
Canberra ACT 2601

Email: grants@science.org.au

Workshop timeframes

Workshops may commence after 1 April 2019, following the executing of a funding agreement with the Academy. Workshops must be completed within a 6-month time frame and no later than 31 December 2020.

Reporting requirements

Successful applicants (funding recipients) will be required to conduct an exit survey with attendees and workshop speakers. The purpose of the survey is to ensure workshop quality, including delivery of planned outcomes.

Funding recipients will be required to submit a report of their workshop, within 6 weeks of the workshop, as per the reporting templates provided by the Academy. The exit survey results need to be reported back to the Academy as part of the report.

Upon completion of the workshop, funding recipients will be required to provide a summary of workshop outcomes in plain English for public use by the Academy and the Australian Government.

The Academy reserves the right to reduce, recall or terminate funding where a report indicates that funds have not been used in accordance with the funding agreement.

Disclosure of information for certain purposes

Without limitation, the Academy and the Australian Government may publish the following information for activities supported through the Regional Collaborations Programme on the Academy's website or the Department of Industry, Innovation and Science website, or in media releases issued by the Government:

- the workshop title
- name of successful lead applicant
- the names of the partner organisations
- the contact details provided by the recipient organisation
- a workshop summary

- the amount of Australian Government funding awarded.

Glossary

Research organisations

Research organisations will be incorporated and registered for GST and have an ABN number. Universities will be registered as exempt from income tax.

Research organisations include Australian:

- tertiary education institutions (as per the Higher Education Support Act 2003)
- cooperative research centres
- Publicly funded research agencies
- state or territory-funded research organisations
- public research companies
- private research companies
- not-for-profit research organisations.

Australian businesses

Australian businesses must:

- have an Australian Business Number (ABN)
- be incorporated and registered for GST
- not be engaged in any litigation, arbitration, administrative proceedings, investigations, of or before any court, tribunal, commission, arbitral body or other agency in any jurisdiction in the Commonwealth of Australia (for enterprises based in Australia) or in their nominated economy.

Australian personnel

Australian personnel are considered Australian citizens or permanent residents.

Appendix 1 - REGIONAL ECONOMIES

Economy	Economy	Economy
American Samoa	Lao PDR	Pitcairn Island
Bangladesh	Malaysia	Republic of Korea (South Korea)
Bhutan	Maldives	Republic of the Marshall Islands
Brunei Darussalam	Mexico	Russia
Cambodia	Micronesia (Federated States of Micronesia)	Samoa
Canada	Mongolia	Singapore
Chile	Myanmar	Solomon Islands
Commonwealth of the Northern Mariana Islands	Nauru	Sri Lanka
Cook Islands	Nepal	Taiwan
East Timor	New Caledonia	Thailand
Fiji	New Zealand	The United States
French Polynesia	Niue	Timor-Leste
Guam	Pakistan	Tokelau
Hong Kong, China	Palau	Tonga
India	Papua New Guinea	Tuvalu
Indonesia	People's Republic of China	Vanuatu
Japan	Peru	Vietnam
Kiribati	Philippines	Wallis and Futuna

Appendix 2 - BUDGET TEMPLATE

RCP funding expenditure

Item	Amount
TOTAL	\$

Lead applicant/delivery partner cash/in-kind contributions expenditure

Delivery Partner Name	Item	Amount	Cash or in-kind
	TOTAL		

Appendix 3 - SAMPLE LETTER OF INTENT
(To be provided by workshop delivery partners)

Official Letterhead

Date

Re: Regional Collaborations Programme

This letter confirms my commitment to participate in the delivery of the workshop titled xxx under the Regional Collaborations Programme. Subject to the workshop proposal being funded by the Regional Collaborations Programme and subsequent successful grant agreement, I confirm that I will contribute to the planned workshop and relevant activities as indicated in the workshop proposal. I will also provide my share of the financial contribution and provide organisational resources as indicated for the viability and success of the workshop.

My contribution will include (in terms of high-level tasks and cash/in-kind contribution)

1. A cash contribution of \$x,xxx towards x
2. An in-kind contribution of \$x,xxx towards x
- 3.
- 4.

Sincerely yours,

Delegate signature from authorised representative of research organisation/business