



2017
Guidelines for the
AC21 Special Project Fund (SPF)
(REVISED: July 2016)

Application Period:
November 1, 2016 to January 31, 2017

AC21 Special Project Fund

1. Purpose

The AC21 Special Project Fund (SPF) was created in order to promote the development of research and educational exchange between AC21 members by providing "seed funding" for a variety of collaborative research projects and activities. Although research collaboration between AC21 members is important, this fund is not intended to support particular or individual research projects. It is awarded to projects that include as many participants as possible. For example, a symposium jointly held by three or more institutions, featuring speakers from these institutions, and open to all AC21 members, as well as to the general public, will serve our goal of internationalization and cooperation between members more effectively compared to simple research projects conducted by one or two individuals per institution.

Events can include mini-symposia, mini-workshops, schooling projects, start-up funds for long term research projects, or small international forums, as well as traditional research proposals that attempt to include as wide a circle of contacts and participants as possible.

2. Application Eligibility

Applicants must be academic staff members of an eligible AC21 member institution who hold faculty positions. Students of an AC21 member institution, either undergraduate or graduate, shall not be eligible to apply for the SPF.

If a student has a research project that meets the purpose of the SPF and wishes to have the project submitted, the student must consult with his or her advisor in advance for review of the project and, upon approval thereof, the application shall then be prepared and submitted by said advisor.

AC21 member institutions with unpaid membership fees are ineligible. A list of AC21 members eligible for this year's SPF can be found in the Appendix on page 6.

3. SPF Award

- **Up to 10,000USD per project**
- Maximum of three awards per year
- Awarded in April, as a single payment, to a designated bank account

4. Application Period

November 1, 2016 to January 31, 2017

5. Requirements and Restrictions

- 1) The application deadline must be observed. Late applications will not be accepted.
- 2) Each project shall have a Project Group Leader who acts as a representative applicant to fill out and sign the Application Form. The university which the Project Group Leader is affiliated with will also be regarded as a representative of the project.
- 3) Applications should include:
 - a) a completed Application Form (designated form in MS Word Format); and
 - b) a detailed Budget Proposal (free form).Incomplete applications will not be considered.
- 4) Projects should include at least **three** AC21 member universities, from at least **two** different

countries.

- 5) As the SPF is intended to serve as "seed money" to help launch new projects, a proposal designed as a continuation of a past SPF-awarded project may not be submitted.
- 6) In cases where two or more proposals for which the same AC21 member institution acts as a Project Group Leader (representative of a project) are submitted for the SPF for the same year, the maximum number of potentially selected proposals from said proposals will be limited to one.
- 7) In order to avoid any confusion or multiple submissions, Project Group Leaders shall submit a complete set of application materials to their affiliated university's "AC21 Communicator", who shall then submit it to the AC21 General Secretariat.

6. Selection Process

- 1) A peer-review process will NOT be used to evaluate SPF applications.
- 2) All applications will be evaluated and scored by AC21 Steering Committee (STC) members, in accordance with the criteria and weighting described below.
- 3) Based on the STC evaluations, the General Secretariat will announce the final selection results to the applicants.

[Evaluation Criteria and Weighting]

Applications will be evaluated and selected according to the following criteria:

- **Contribution to AC21 activities 40%**
Does the proposal stimulate international collaboration that involves as many member universities from as many different countries as possible, and have the potential to be developed as an ongoing AC21 project contributing to the fields of research, education, management and international exchange?
- **Quality of the proposal 20%**
Does the quality and theme of the event or project reflect positively on the goals and missions of AC21 as a motivator for international exchange and collaboration?
- **Accountability of the budget 20%**
Is the budget spending plan realistic and legitimate? Budget plans may not include salaries, scholarships for students, course fees, or office equipment (computers, furniture, etc.), as specified in the application guidelines.
- **Sustainability and continuation of proposed collaboration 20%**
Does the proposal have the potential to continue as a long-term project with academic and public impacts? Are there any expected outcomes which could serve as a basis for future collaborations?
How can the proposal be financially sustainable? Are there any plans to continue the project if you do not receive the SPF?

7. Project Examples

- | | |
|---|---|
| ✓ Forum for graduate students | ✓ "Seed" funds for schooling projects |
| ✓ Small international forums | ✓ "Seed" funds for startup long-term research projects or centers |
| ✓ Mini workshops | ✓ Any other project that meets the objectives of the fund |
| ✓ Joint mini-symposia related to certain research areas | |
| ✓ Joint research between small groups of researchers | |

8. Guidelines for Budget Use

- 1) Expenses may include:
 - Forum expenses
 - Travel expenses
 - Stationary and other consumables
 - Other costs directly related to the project
- 2) Expenses may **NOT** include:
 - Salaries
 - Scholarship for students
 - Course fees
 - Office equipment (Computers, furniture, etc.)

9. Fund Recipient Obligations

- 1) Fund Recipients must submit **three final documents by December 25** of the project year:
 - **A final project report**
 - **A final financial report**
 - **A 400-600 word article for the use in the AC21 Newsletter**Failing to submit these documents will render applicants ineligible for future applications.
- 2) Fund Recipients are requested to acknowledge the support received from AC21 in presentations, publications, events and publicity materials.
(e.g. AC21 logos to be placed on each document)

10. Consent to Disclosure

Applicants must consent to the disclosure of information, details of which can be found below. The submission of applications will be regarded as acceptance thereof.

- The following information will be disclosed via email to unsuccessful applicants who submit individual requests, limited to if and when the request is received and approved by the General Secretariat:
 1. The content of each successful proposal as provided in their Application Forms, excluding personal information such as names and contacts, etc.
 2. A list of successful proposals with the total scores indicated, along with the total score of the requestor's proposal

11. Other

- AC21 Communicators should submit applications to the AC21 General Secretariat via email both in **original (MS Word, Excel, etc.) and PDF** formats.

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**AC21 Communicator Contact Details** (For distribution in your university)

|                |             |
|----------------|-------------|
| <u>Name:</u>   |             |
| <u>E-mail:</u> | <u>Tel:</u> |

**Applications (both in original and PDF formats)** should be submitted by the AC21 Communicator indicated above to:

Email: **office@ac21.org**

AC21 General Secretariat, Nagoya University, Furo-cho, Chikusa-ku, Nagoya 464-8601, Japan

## Appendix

### AC21 Member Institutions eligible for SPF 2017 applications (As of October, 2016)

|              |                                 |
|--------------|---------------------------------|
| Australia    | The University of Adelaide      |
| China        | Jilin University                |
|              | Nanjing University              |
|              | Northeastern University         |
|              | Shanghai Jiao Tong University   |
|              | Tongji University               |
| France       | The University of Strasbourg    |
| Germany      | Technische Universität Chemnitz |
|              | University of Freiburg          |
| Indonesia    | Gadjah Mada University          |
| Japan        | Nagoya University               |
| Laos         | National University of Laos     |
| New Zealand  | University of Canterbury        |
| South Africa | Stellenbosch University         |
| Thailand     | Chulalongkorn University        |
|              | Kasetsart University            |
| U.S.A.       | North Carolina State University |
|              | University of Minnesota         |

|                                                       |
|-------------------------------------------------------|
| <b>AC21 Special Project Fund<br/>Application Form</b> |
|-------------------------------------------------------|

Applicants should submit application forms to the AC21 Communicator (see page 5 of the Guidelines) at their institution.

|                                                                      |
|----------------------------------------------------------------------|
| <b>Application Period: From November 1, 2016 to January 31, 2017</b> |
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|                                                                |                                        |
|----------------------------------------------------------------|----------------------------------------|
| <b>Full name and title of applicant (Project Group Leader)</b> |                                        |
| <b>Department</b>                                              |                                        |
| <b>University</b>                                              |                                        |
| <b>Contact details</b>                                         | <b>Email:</b><br><br><b>Telephone:</b> |
| <b>Applicant signature</b>                                     |                                        |
| <b>AC21 Communicator (name and signature)</b>                  |                                        |

**Application submission checklist:**

| <b>Item</b>                                                                                 | <b>Checklist (tick)</b> |
|---------------------------------------------------------------------------------------------|-------------------------|
| <b>The completed Application Form (including this page)</b>                                 |                         |
| <b>A separate detailed budget proposal with itemization of funds requested (free style)</b> |                         |

|                                                                                                                                                   |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>1. Project Title</b>                                                                                                                           |                                                                                       |
| <b>2. Project Description</b>                                                                                                                     |                                                                                       |
| <b>3. Contribution to AC21</b>                                                                                                                    |                                                                                       |
| <b>4. Partner Institution/s</b><br>Include the full name, university and department of a responsible researcher of each participating institution | Additional AC21 Members:<br>1.<br>2.                                                  |
|                                                                                                                                                   | Other non-AC21 Institutions (if any):<br><i>(Please include the country location)</i> |

|                                        |                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>5. Total Project Budget:</b></p> | <p><b>Grant amount sought:</b><br/>                 (Up to \$10,000)<br/>                 (Attach a separate detailed itemized budget)</p> <p><b>University in charge of budget management</b> (please note that the grant will be paid into the bank account of the Project Group Leader's affiliated university):</p> |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**6. Timeline of Activities**

|                  |  |
|------------------|--|
| <b>April</b>     |  |
| <b>May</b>       |  |
| <b>June</b>      |  |
| <b>July</b>      |  |
| <b>August</b>    |  |
| <b>September</b> |  |

|                 |  |
|-----------------|--|
| <b>October</b>  |  |
| <b>November</b> |  |
| <b>December</b> |  |