**SJTU- Warwick Joint Seed Fund**

**Guidelines 2019/20**

**PURPOSE OF THE SCHEME**

The purpose of the seed fund is to establish joint research collaboration leading to long term collaboration beyond the scope of the seed fund project.

The collaboration is intended to include and lead to:

* At least 2 reciprocal visits for staff and/or research students, (i.e. at least one visit by Warwick staff and/or research students to SJTU and one by SJTU staff and/or research students to Warwick) (to be conducted within the duration of the award);
* The submission of at least one joint co-authored publication (or equivalent output);
* Targeting a suitable scheme for the submission of a joint application for external funding.

**FIELDS TO BE SUPPORTED IN 2019**

Eligible research disciplines include (but are not limited to): Humanities, Sciences, Social Sciences and Low Carbon. **N.B. While applications for technical engineering research projects will not be considered** for support from this fund, applications for funding to support non-technical engineering research (e.g. policy-related or interdisciplinary in nature) are welcomed.

**FUNDING**

The following funding is available:

* Either
	+ GBP£5,000 plus the equivalent amount of Chinese yuan for **early stage discussions**.
* Or
	+ GBP£10,000 plus the equivalent amount of Chinese yuan for **more mature/developed bids.**

Funding will be provided for projects lasting no longer than 12 months.

A final report is to be submitted within one month from the end of the initiative or funding period and will be reported to the joint Chairs of the selection panel for the fund. A template will be provided. Interim reports will be requested for initiatives longer than 12 months. Grants should be spent within the period indicated.

Each institution will provide funds to its own faculty members.

**Eligibility Criteria**

* A minimum of two staff members from each university per application is required.
* Lead investigators and at least one co-investigator on each side must be permanent or fixed-term academic staff of SJTU or Warwick. Adjunct/Honorary staff members whose home university is neither SJTU nor Warwick are not eligible to be lead-investigators but can be listed as further co-investigators.
* Applications may typically include not more than one Visiting/Third-party Fellows (per proposal) whose home university is neither SJTU nor Warwick; they will not be considered as an applicant.
* Each initiative will normally be eligible for only one round of seed funding.
* Activities already fully funded via other sources are not eligible for support.
* Applicants will be required to engage with dissemination of the outcomes of their initiative, including presenting at a colloquium or other event organised by SJTU and/or Warwick following the completion of the initiative as required.
* Applicants must have met in full the conditions and requirements of any internal seed funding previously awarded to them by either university, including final project reports.

**FUNDING EXPENDITURE**

**Typical activities supported by the Fund will include:**

* Initial planning meetings, network building and workshop activities;
* Pilot research studies / fieldwork where this is important to enable a subsequent funding application and/or engagement with external parties such as government;
* Visiting/Third-party Fellows (not SJTU or Warwick staff).
* Postgraduate students attending academic conferences and research internships.

**Eligible items for funding:**

* Reasonable travel and visa costs;
* Accommodation (it is expected that SJTU staff participating in activities located at the University of Warwick will stay in on-campus accommodation, subject to availability);
* Reasonable event/workshop costs (it is expected that activities will take place using facilities on the main campuses of the hosting institution, a strong rationale will need to be provided for any proposal to use facilities at a third location or venues which incur substantial hiring costs);
* Research support (e.g. access charges, consumables, transcription costs) not exceeding 20% of the total funding request;
* Reasonable support towards the cost of participation by relevant third parties, where this would add significant value or potential to a project;
* Conference registrations for students;
* PhD salary expenditure, noting that any expenses other than travel and subsistence should not exceed 30% of the total funding request.

**Items not eligible for funding:**

* Infrastructure and equipment;
* Overhead/central support charges;
* Salaries and honoraria;
* Per diems/meals (unless catering for workshops, or where breakfast is included in the accommodation price on a B&B basis);
* Car hire;
* Conference registrations for staff members;
* Travel/accommodation costs related to non-SJTU/Warwick events;
* Intercontinental travel for non-SJTU/Warwick participants;
* Website development (except where this will provide a direct platform for research collaboration);
* Scholarships or course fees for students;
* Costs of initiatives undertaken between the professional services of both universities;
* Costs already committed or incurred prior to submission of the proposal.

**APPLICATION AND ASSESSMENT PROCESS**

Teams of researchers with one lead researcher from each institution should submit a single, bilingual application on the provided **Application Form** by the Monday 30th September 2019.

Applicants may also be asked by their home institution to provide additional information in support of their application (see your home institution webpage).

**SJTU**: [global.sjtu.edu.cn](http://www.global.sjtu.edu.cn)

**Warwick**: [www.warwick.ac.uk/sjtu](http://www.warwick.ac.uk/sjtu)

Applications will be assessed by the SJTU selection committee and its counterparts at Warwick.

**Selection criteria:**

* Technical merit: i.e. the importance/novelty of the project within its field or in terms of the challenges it seeks to address.
* Strategic merit/alignment: The selection committee will be guided by these considerations:
	+ How the project advances the interests of both institutions;
	+ A clear case of complementarity/synergy between the proposed applicants (the whole project outcomes being greater than the sum of its parts);
	+ Funding potential (the ability to produce a convincing roadmap for future funding)
	+ Potential for the project to include relevant third parties (e.g. commercial, governmental and non-governmental organisations) for greater impact.
* Joint capacity: i.e. the standing and track record of the academics involved, and the evidence of their shared commitment to achieving the aims of the project.

**SUBMISSION**

The lead investigators from Warwick and SJTU need to work together to prepare a single, bilingual application. The application needs to be submitted to both SJTU and Warwick to be eligible for consideration.

Applications will only be accepted via email in either PDF or Word format.

**Warwick applicants:** Submit to: matthew.evans.1@warwick.ac.uk

**SJTU applicants:** Submit to wuyanping@sjtu.edu.cn

**KEY DATES**

**Applications open:** Monday 15th July 2019

**Applications close:** 5pm (local time), Monday 30th September 2019

**Advice to successful applicants:** Middle October 2019

**Grants begin:** Late November/early December 2019

**QUERIES AND FURTHER INFORMATION**

Please email: matthew.evans.1@warwick.ac.uk (Warwick) and wuyanping@sjtu.edu.cn (SJTU)