

2024 Guidelines - UTS Key Technology Partnerships Visiting Fellow Program

PROGRAM OVERVIEW

The UTS Key Technology Partnerships Visiting Fellow Program provides funding for UTS staff to invite their counterparts from eligible Key Technology Partner institutions to travel to Sydney (two to four-week visits) and collaborate on projects of mutual interest.

The Visiting Fellow Program provides up to A\$10,000 to enable long-term goals, support scalable projects and foster sustainable relationships aiming to tackle global environmental, economic and social challenges.

This program supports visits that enable collaboration in the following areas:

1. Research and research training
2. Teaching and learning
3. Enterprise and innovation

Program benefits:

- complement UTS and partners' expertise
- enhance UTS and partners' reputation
- expand UTS international networks
- gain access to international funding and industry projects outside of Australia
- gain cross-cultural understanding and inter-disciplinary experience
- contribute to excellence in research, teaching and innovation

Program outcomes:

- produce joint academic papers
- recruit high-quality collaborative PhD students
- co-develop joint degree programs
- attract external funding
- create opportunities to generate revenue
- create opportunities for student startups
- develop joint initiatives for mutual benefit
- develop significant Collaborative Online International Learning (COIL) programs

ELIGIBILITY CRITERIA

Eligible applicants

- The UTS host must be employed at UTS on an ongoing role with the intention to remain at UTS and the KTP collaborator must be employed on an ongoing basis at one of the eligible partner institutions; which helps to establish sustainable, long term collaborations.
- Candidates may only be involved in one application per funding round.
- If you are an academic, this scheme is open to all career stages (early, mid-career and senior academics). Applications are also open to non-academic staff.
- Applications are prepared in conjunction with collaborators from one of the eligible partner institutions.
- Proposals for new projects from candidates who haven't been awarded KTP funding in the past are



- preferred.
- Applications to grow a previously funded project must provide evidence of milestones and articulate how the funding will help them to grow and achieve significant results; e.g., access to external funding, bring revenue, develop joint programs, have tangible impact.

Eligible institutions:

Joint activity proposals in collaboration with counterparts from the following UTS Key Technology Partner universities are eligible:

- Huazhong University of Science and Technology (HUST)
- Indian Institute of Technology Madras (IITM)
- Pontifical Catholic University of Chile (UC I Chile)
- Shanghai University (SHU)
- Technical University of Berlin (TUB)
- University of Arizona (UA)

APPLICATION PROCESS

- Identify collaborators from one of the eligible institutions listed above, who are interested in submitting a joint proposal.
- Download the [application form PDF](#) to see a preview of the questions. Discuss and prepare the proposal with your collaborator. *Please note: the application form has embedded logic, displaying questions relevant to the chosen program and partner.*
- Submit the [online application form](#) by 15 April 2024 (11pm AEST).
- The Global Partnerships team will seek feedback and endorsement from the relevant internal stakeholders.
- Application outcomes will be announced via email after 5 June 2024.

ASSESSMENT PROCESS

- A Review Committee will be responsible for the assessment of all grant applications.
- Applications must meet the eligibility requirements and will be assessed based on the evaluation criteria set out below.

EVALUATION CRITERIA

Applications will be assessed against the following criteria:

Strength of the proposed collaboration (30%) Outline the strengths of your proposed collaboration, the benefits for UTS and the KTP, budget feasibility and alignment with the UN Sustainable Development Goals (SDGs).
Outputs, Outcomes, Impact (40%) Articulate the outputs, outcomes and impact of your collaboration.
Interdisciplinarity - actual and/or potential involvement across multiple Faculties and disciplines (10%) Elaborate on the interdisciplinary nature of your collaboration, listing all the Faculties, Schools, and staff from both UTS and the KTP that will be involved.



<p>Student engagement (10%)</p> <p>Describe the engagement of students in your collaboration and/or the potential it holds for creating opportunities for coursework and/or research training at both universities.</p>
<p>Vision for the future (10%)</p> <p>Outline the short, medium, and long-term goals of the collaboration.</p>

POST-AWARD

- Funding must be spent by 15 December 2024.
- Establish, with the help of the Global Partnerships team, a simple project page to share your collaboration story on the UTS website.
- Funding awardees must formally acknowledge support received from UTS in publications and presentations flowing from the research project which has received funding.
- Funding awardees must submit a progress report in June 2025.

PROGRAM LOGISTICS

Duration and time of the visit

Visits are two to four weeks in duration. If funding is sought for a period shorter or longer than this, a clear explanation should be included.

It is a requirement for KTP visitors and UTS hosts to be present during the entire duration of the visit.

Please note that the UTS host will arrange and participate in all meetings and activities during the visit. It is recommended not to have visits in December or January as it is the time of the year when the wider UTS academic community tends to be on leave, which makes it difficult to broaden connections.

Visits must take place in the calendar year for which funding was approved. Should the KTP visitor wish to reschedule the visit to the following calendar year, a new application must be submitted for assessment in the next funding round. Please note that the application process is competitive and approval of a resubmitted application is not guaranteed.

Section 1: Before the visit

UTS Invitation letter

The UTS People Unit will provide KTP visitors with an Invitation Letter (Honorary Appointment), which includes information on obtaining an appropriate visa. Please confirm the KTP visitor's travel dates with the Global Partnerships team at least three months prior to arrival.

Australian visa

It is the KTP visitor's responsibility to apply for an appropriate visa, including planning properly for the time it will take for the visa application to be processed. The visitor must check with the Australian Embassy closest to their city of residency which visa is the most appropriate. Please allow sufficient lead time to avoid additional fees.



Travel insurance

KTP visitors must ensure that they are covered by the travel insurance of their home university. They must check whether they provide travel insurance cover during their stay at UTS. The travel insurance policy should include:

- Medical cover for sickness/injury while in Australia
- Loss of personal property (theft/incidental damage)
- Loss/expense incurred as a result of flight cancellations, etc.

If the KTP visitor's home university does not provide travel insurance, please notify Marie Armstrong at marie.armstrong@uts.edu.au and globalpartnerships@uts.edu.au so that UTS can arrange travel insurance. *Please note that we are unable to cover any costs incurred by any other third-party external travel insurance.*

KTP visitors are covered under UTS's Public Liability insurance for injury/damage sustained on UTS premises caused by UTS negligence.

Itinerary of activities

It is important for the KTP visitors and UTS hosts to discuss well in advance the activities that would take place during the visit at UTS.

The Global Partnerships team will send the UTS host a sample itinerary template to plan activities.

FUNDING DETAILS

Travel expense guidelines

UTS will reimburse return economy airfare, accommodation and living expenses to the KTP visitor for the duration of their visit up to a **maximum of A\$10,000**. Expenses are reimbursed at the end of their stay after original receipts/tax invoices are provided for each expense.

Please note:

- We do not reimburse cash
- The approved expenses will be reimbursed into the bank account nominated by the KTP visitor
- The reimbursement process usually takes between four to six weeks
- Receipts from a credit card or EFTPOS terminal will not suffice as valid documentation for reimbursement
- UTS and the Key Technology Partners jointly fund successful proposals. Reviewers from both universities assess applications together and decide which institution will cover each budget item.

Airfare

UTS will reimburse the cost of economy class airfare via a reasonable route.

Accommodation

- UTS has corporate rates with some hotels and service apartments nearby. The hotel invoices UTS directly at the end of the stay, so visitors are not out of pocket. The rates offered by these hotels are usually about A\$250 per night (except holiday seasons). The Global partnerships team will book the hotel for the visitor and will provide a document that includes information about accommodation, transport, safety, banking and other useful web links to help make the settling process in Sydney smoother.
- It is also possible for KTP visitors to book their own accommodation. However, in this case they will need to pay for the cost first and claim it back at the end of the visit.
- Please keep in mind the accommodation daily amount approved by the Australian Taxation Office (ATO) and UTS is a **maximum of A\$264 per day**.

Living expenses

Living expenses will be reimbursed to a **maximum of A\$173.55 per day**.

Please also refer to the *items covered and not covered by the KTP Visiting Fellow Program* table below.

Please note that tipping is not encouraged by UTS. In situations where tipping is necessary, UTS will cover a maximum tip of 10% of the total bill or a total of A\$50, whichever is the lesser amount. However, when there's already a surcharge included in a bill (e.g. a public holiday surcharge, service fee for large groups, etc.), tipping on top of this surcharge will not be covered by UTS. For further information, please refer to the [Entertainment Vice-Chancellor's Directive](#) (Clause 5.10).

ITEMS COVERED AND NOT COVERED	
Items Covered ✓	Items Not Covered X
<p>Airfare <i>Please book the lowest possible economy class airfare via a reasonable route</i></p> <p>Accommodation <i>Please keep in mind the accommodation daily amount approved by the Australian Taxation Office and UTS: maximum A\$264 per day</i></p> <p>Visa Fees <i>Please apply for the most appropriate Australian Visa type as per advised by the Australian Embassy and indicated on the Invitation Letter provided by UTS. Allow enough lead time to avoid additional fees. We are unable to provide a reimbursement if the KTP visitor doesn't have a suitable visa.</i></p> <p>Meals for the KTP visitor including reasonable alcohol consumption (1 –2 drinks) as part a restaurant meal.</p> <p>Internet access: if required at the accommodation, please choose the most economical suitable package.</p> <p>Transport costs to and from the Sydney Airport at the beginning and end of the visit. Please keep Opal Card tax invoices and note the Opal travel caps/limits: A\$16.80 a day, A\$50 a week, or A\$8.40 on Saturdays, Sundays and public holidays.</p> <p>Incidentals such as toiletries and reasonable laundry costs.</p> <p>In transit costs (food): reasonable costs for food incurred in a transit city during an incoming flight to Sydney or return flight from Sydney are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget.</i></p> <p>In transit costs (transport): reasonable local transport costs to airports are covered. <i>N.B These expenses will need to be covered by the living expenses approved budget.</i></p>	<p>Hotel mini bar and bottle shop alcohol purchases</p> <p>Phone calls: The KTP visitor may find it beneficial to purchase a local sim card.</p> <p>Newspapers and magazines</p> <p>Books and other equipment, whether related to KTP visitor's academic work or not.</p> <p>Gifts: anything purchased with the intention of giving to someone else.</p> <p>Car hire and petrol costs</p> <p>Costs related to sightseeing or leisure activities, including gym costs.</p> <p>Clothing, including clothing for work purposes.</p> <p>Meals for others</p> <p>In transit costs (accommodation): Overnight stays whilst in transit are not covered (as there is no reason for them to occur).</p> <p>Tipping</p> <p>Excess baggage</p>

**The Global Partnerships team will provide the visitor with a "Tips for Expense Reimbursement" document that will guide them through the expense acquittal process.*



Section 2: During the visit

Work space

The UTS host will arrange a suitable workspace and access to relevant facilities for the visitor.

Meetings with the Global Partnerships team and other units

A welcome meeting with the Global Partnerships team will be arranged during the first week to discuss the itinerary of activities.

If the visit has a research focus, meetings with the **Graduate Research School (GRS)** and the **Research Office** will also be organised by the Global Partnerships team. The purpose of these meetings is to discuss supervision of collaborative PhD students and external sources of funding for the collaborators' area of expertise.

In the final week, the KTP visitor will have a departure meeting with the Global partnerships team, where they will be required to submit:

- The Visit Report and Post-Visit Plan (12–24-month plan of engagement and collaborative work)
- The Reimbursement Request Form
- Receipts for which the KTP visitor wishes to claim reimbursement.

Section 3: After the visit

A month after the visit, submit the webpage template form (collaboration story).

Long term engagement

To track the KTP visitor activities and achievements after the visit, the Global Partnerships team will request annual written progress updates. The milestones and achievements reported by participants will inform the content of the reports submitted to executive management at UTS and our Key Technology Partners.

Global Partnerships team support

Before the visit:

- Liaise with the UTS People Unit to request an Invitation Letter (Honorary Appointment)
- Book accommodation at the hotels that offer UTS a corporate rate
- Assist with issuing a UTS Travel Insurance Certificate if the KTP visitor's home university doesn't provide cover
- Identify possible sources of external funding for projects

During the visit:

- Arrange meetings with GRS, Research Office and/or any other relevant units
- Promote events, seminars or workshops

After the visit:

- Organise reimbursement of travel expenses
- Prompt collaborators once a year to send progress updates
- Share collaboration stories and milestones with the UTS and the Key Technology Partners

CONTACT US

For any queries, please contact the UTS Global Partnerships team at globalpartnerships@uts.edu.au.