

# EII PROJECT GUIDELINES

## Basic Criteria

The EII Network supports projects which address EII's [Strategies & Goals](#):

- Establish effective collaboration within and between EII's [Research Themes](#) with emphasis on facilitating and encouraging cross institutional and/or cross discipline participation.
- Develop an active EII research community in Australia with strong international links.
- Mentoring ECRs and research students to build leadership skills and to inspire innovative thinking.
- Foster new collaborations and promising research synergies which will impact on research results to produce quality research outcomes.

All projects will [report](#) to EII on completion of the project.

All projects and associated activities should acknowledge the role of EII and the ARC as the funding source in all publicity, reporting materials and output.

## Budget

EII encourages co-funding of projects between EII member institutions as well as with EII-ARC.

## Recommended Personnel

- Project Coordinator: EII encourages ECRs to undertake this role
- Senior Advisors: EII encourages members to act as mentors to ECRs
- Project Team Members must cover at least two EII institutions
- The Network encourages research student involvement
- Local administrator ["on the ground" assistance]
- EII Network Manager ["remote" & financial assistance]

## Project Proposal Template

Proposals should be submitted via a [template](#).

## Assessment of Project Proposals:

Project proposals will be assessed by a panel consisting of:

- Prof Maria Orlowska, EII Network's Convenor,
- Prof Xiaofang Zhou, EII Research Director, and,
- EII Steering Committee

Decisions will be communicated within 3-4 weeks of the submitted proposal.

## Location

EII imposes no restrictions on the location of projects and associated activities, although other factors like the available budget, or the geographic distribution of project participants may influence location. Project coordinators may also like to take into account the accessibility of possible locations.

## Planning a Project - Recommended Timeline

- EII Members and Associate Members may submit proposals at any time during the year
- Project coordinators may like to schedule activities and events to take advantage of major conferences and meetings in the field which may facilitate visits to Australia by leading international researchers

| Task  | Who                 | Time before commencement date of project |
|---|---------------------|--|
| In preparing the project proposal please discuss the project's institutional budget with your <a href="#">EII Institutional Contact</a><br><br>The Network Convenor may seek advice on any funding proposal from the relevant EII Institutional Contact | PROJECT COORDINATOR | 4-6 months                               |
| Informal contact with prospective invited speakers for workshops etc. to sound them out about their interest and availability   | PROJECT COORDINATOR | 4-6 months                               |
| <b>Submit project proposal</b>  | PROJECT COORDINATOR | <b>3 months</b>                          |
| Confirm the proposed arrangements with the project coordinator, or open discussions on amendments   | ASSESSMENT PANEL    | 9-12 weeks                               |
| After approval of project funding, the proposal shall be made available to the entire network to encourage inclusion of new team members, and alert all members to this initiative  | NETWORK MANAGER     | 9 weeks                                  |
| Submit a <a href="#">report</a> on this project   | PROJECT COORDINATOR | 4 weeks after project completion         |

## Progress and Final Reports

It is a requirement of funding that within a period of one month after the project concludes, the Project Coordinator should submit a [report](#) to the EII Network Convenor.

For projects which include a number of specific events or activities, a brief progress report to the EII Network Convenor is required after each specific event or activity.

## Acceptable Forms for Acknowledgement of ARC Funding

Extracted from <http://www.arc.gov.au/publications/acknowledgementform.htm>

**Acknowledgement:** The ARC Funding Agreement requires that any ARC contribution to research and other activities be appropriately acknowledged. When, at any time during or after completion of a project, the researcher or any other party publishes or produces material which relate to the project, the project coordinator must ensure (wherever possible) that the ARC's contribution and support in funding the project is acknowledged in a prominent place and in an appropriate form.

**ARC Logo:** Use ARC logo on their web sites and other promotional materials. Wherever possible, the ARC logo should be included with acknowledgements of ARC funding. Guidelines for usage of the ARC logo and copies of the logo in various print quality formats are available at [http://www.arc.gov.au/publications/arc\\_logo.htm](http://www.arc.gov.au/publications/arc_logo.htm).

## Budget Planning – Possible Budget Items

| What  | Examples   | Costs Supported by ARC                                     | Costs Supported by Institutions               |
|---|--|--|---|
| Accommodation   |  | <b>Yes:</b> Recommended up to \$160 per night              | <b>Yes:</b> Recommended up to \$160 per night |
| Catering/Conference Package<br>Venue Hire/Equipment Hire        |  | <b>Yes</b>   | <b>Yes</b>                                    |
| Domestic Airfares   |  | <b>Yes</b>   | <b>Yes</b>                                    |
| Equipment   | Computers and other information and communication facilities   | <b>No</b>  | <b>Yes</b>                                    |
| Grants  | Travel and/or accommodation subsidies to assist students or ECRs to attend events  | <b>Yes</b>   | <b>Yes</b>                                    |
| Hospitality   | Event dinners, lunches with visitors etc.  | <b>Yes:</b> Recommended up to \$70 per head                | <b>Yes:</b> Recommended up to \$70 per head   |
| International Airfares  | Keynote speakers, international experts & collaborators, network participants visiting or working in top international institutions, exchange programs | <b>Yes</b>   | <b>Yes</b>                                    |
| Local Transport   | Taxis, buses, trains, mileage allowance  | <b>Yes</b>   | <b>Yes</b>                                    |
| Meals & Incidentals   |  | <b>Yes:</b> Recommended up to \$40 per day                 | <b>Yes:</b> Recommended up to \$40 per day    |
| Shared resources  | Social surveys, software tools, databases  | <b>Yes</b>   | <b>Yes</b>                                    |
| Speaker Honorarium  |  | <b>No</b>  | <b>Yes</b>                                    |
| Miscellaneous Costs   | Gifts for keynote speakers, flowers, cleaning, stationery, registrations   | <b>No</b>  | <b>Yes</b>                                    |
| Network participants not employed by an Australian organization |  | <b>Yes:</b> Travel and accommodation within Australia only |   |
| Publication costs   |  | <b>No</b>  |   |
| Tuition fees  | International student fees and HECS  | <b>No</b>  |   |
| Special Studies Programs  |  | <b>No</b>  |   |
| Salaries of researchers   |  | <b>No</b>  |   |
| General infrastructure & capital works                          | Office facilities including use of photocopiers, telephones, mail, facsimile, email & internet services  | <b>No</b>  | <b>Yes</b>                                    |