



Guidelines
for
Academic Consortium for the 21st Century (AC21)
Legacy Fund

Application Period:
January 20, 2023 to February 12, 2023

AC21 Legacy Fund

1. Purpose

The AC21 Legacy Fund (LF) aims to promote the development of research and educational exchanges between AC21 members by providing funding for a collaborative project in research, learning, and teaching to advance scholarly engagement. As AC21 came to a close at the end of 2022, the Legacy Fund is intended to support a project that will make use of and further facilitate the AC21 network that was developed in the past 20 years of its activities.

The project that is funded by the AC21 Legacy Fund can include the organization of symposia, workshops, and educational (or training) activities. While it needs not be research-based, it is expected to include as wide a circle of contacts and participants as possible.

2. Application Eligibility

AC21 Legacy Fund will only support a project that is designed to be inclusive of all the AC21 community members who wish to participate.

Project Lead(s) must be academic or administrative staff members of eligible AC21 member institutions who hold faculty, administrative, or professional positions.

3. Award

- The size of the award depends on the scope and detailed budget of the proposed project as well as on AC21's remaining funds
- The AC21 Legacy Fund will be awarded to **one (1)** project. The selection criteria should be referred to **7. Review/Selection Process**.
- To be awarded in March, as a single payment, to a designated bank account

4. Application Period

January 20, 2023 to February 12, 2023 (JST)

5. Requirements and Restrictions

- 1) **The application deadline must be observed. Late applications will not be accepted.**
- 2) Each proposal shall have a Project Lead who acts as a representative applicant to fill out and sign the Application Form. The Project Lead's university shall be regarded as the lead university pertaining to the project.
- 3) Applications should consist of
 - a) a completed Application Form including signatures (MS Word Format); and
 - b) a detailed Budget Proposal (free form).Incomplete applications will not be considered.
- 4) Projects should consist of individuals from at least **two** AC21 member universities from at least **two** different countries. In addition, non-AC21 organizations may be involved such as:
 - Universities and research institutions
 - Industry
 - Governmental / intergovernmental organizations (incl. NPO, INGO etc.)
 - Local and regional governments and councils
- 5) Project Leads shall email a complete set of application materials directly to the AC21 General Secretariat (office@ac21.org) at Nagoya University. The AC21 Communicators of the applicants' institutions should be cc'd when submitting the materials.

6. Thematic areas

1) It is mandatory for applicants to relate their proposals to one of the three UN SDGs that AC21 identified as keys to its activities.

- Goal #3 Good Health and Well-being
- Goal #7 Affordable and Clean Energy
- Goal #9 Industry, Innovation, and Infrastructure

Please refer to the UN website for details about the UN SDG's

[<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>](https://www.un.org/sustainabledevelopment/sustainable-development-goals/).

2) AC21 strongly encourages applications that facilitate involvement of young generations and early career researchers.

7. Review/Selection Process

- 1) All applications will be reviewed by the AC21 Steering Committee (STC), in accordance with the criteria described below.
- 2) If any faculty or administrative staffs who have participated in STC's operation are part of the submitted applications, they shall not be involved in the evaluation and approval processes.
- 3) The STC will evaluate and make a decision. Before the outcome is officially announced in early March, the General Secretariat will contact the AC21 General Assembly members and invite them to make comments.

[Evaluation Criteria]

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

- **Contribution to AC21 activities**

Does the proposal stimulate international collaboration that involves as many member universities from as many different countries as possible? Does it have the potential to help sustain and advance the international network that AC21 developed in the past 20 years? 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?

- **Quality of the proposal**

How does the project relate to the appropriate UN SDGs? Is there any involvement of young generations and early career researchers? How does the project contribute to the research, education, management and international exchanges of the relevant fields?

- **Accountability of the budget**

Is the budget spending plan realistic and legitimate? Items that are not to be included in the budget plan are specified in **9. Guidelines for Budget Use (see page 4)**.

8. Project Examples

- ✓ International forums
- ✓ Workshops
- ✓ Joint symposia related to certain research areas
- ✓ Funds for educational projects

9. Guidelines for Budget Use

- 1) Expenses may include:
 - Forum expenses
 - Travel, food and lodging expenses
 - Stationary and other consumables
 - Honorarium (lecturers, external speakers, debate moderators)
 - Other costs directly related to the project

- 2) Expenses may **NOT** include:
 - Salaries (for example event organizers, web designers or student assistants)
 - Scholarship for students
 - Students' course fees
 - Office and conference equipment (PCs, projectors, furniture, etc.)
 - Indirect costs (overhead, facilities and administrative costs, analysis and communication, external audit etc.)

Please contact the AC21 General Secretariat for inquiries.

10. Timeline

Jan 20, 2023 - Feb 12, 2023 (JST)	Application period for AC21 Legacy Fund
February 2023	Evaluation / selection period
Early March 2023	Announcement
By the end of March 2023	Deposit of the Fund
April 1 – December 31, 2023	Project Period
December 31, 2023	Submission of Project and Financial Reports to the communicators of the GA member universities

11. Fund Recipient Obligations

- 1) Submission by **December 31, 2023**

Project Report

Financial Report

Fund Recipients are requested to acknowledge the support received from AC21 in presentations, publications, events and publicity materials stemming from project activities.

12. 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 evaluations indicated, along with the evaluations of the requestor's proposal

13. Submission

Applicants (Project Lead) should submit applications directly to the AC21 General Secretariat (office@ac21.org) by February 12, 2023 (JST). The submission of the application form and budget plan should be made via email both in original (MS Word, Excel, etc.) and PDF formats.

The Guideline for the Legacy Fund is also made available on the AC21 website
< <http://www.ac21.org/activities/other-activities>>

Appendix

AC21 Member Institutions eligible for the Legacy Fund applications (As of December 31, 2022)

Australia	The University of Adelaide
China	Jilin University
	Nanjing University
	Northeastern University
	Shanghai Jiao Tong University
	Tongji University
France	The University of Strasbourg
Germany	University of Freiburg
Indonesia	Universitas Gadjah Mada
Japan	Nagoya University
New Zealand	University of Canterbury
South Africa	Stellenbosch University
Thailand	Kasetsart University
U.S.A.	North Carolina State University

AC21 Legacy Fund Application Form
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Applicants should submit application materials directly to the **AC21 General Secretariat at Nagoya University (office@ac21.org)**, and the **AC21 Communicators of the applicants' universities should be cc'd when submitting the materials.**

See **5. Requirements and Restrictions** and **13. Submission of the Guidelines.**

Application Period: From January 20, 2023 to February 12, 2023 (JST)

Full name and title of applicant (Project Lead)	
Department	
University	
Contact details	Email: Telephone:
Applicant signature	

Application submission checklist:

Item	Please check the appropriate box
1.The completed Application Form (including this page)	<input type="checkbox"/> Done
2.A separate detailed budget proposal with itemization of funds requested (Free Format)	<input type="checkbox"/> Done

1. Project Title	
2. Thematic areas	<p>Please indicate the thematic area(s) that the application comes under:</p> <p><input type="checkbox"/> SDGs Theme #3 (Good Health and Well-being)</p> <p><input type="checkbox"/> SDGs Theme #7 (Affordable and Clean Energy)</p> <p><input type="checkbox"/> SDGs Theme #9 (Industry, Innovation, and Infrastructure)</p> <p><input type="checkbox"/> Other Theme(s) (Please specify) _____</p> <p>Please select all that apply. Please note that it is mandatory for applicants to relate their projects to SDGs 3, 7, or 9.</p>
3. Project Type	<p>Please check the appropriate box that best describes your project type:</p> <p><input type="checkbox"/> Joint Research</p> <p><input type="checkbox"/> Joint Education</p> <p><input type="checkbox"/> International Forum</p> <p><input type="checkbox"/> Symposium</p> <p><input type="checkbox"/> Workshop</p> <p><input type="checkbox"/> Other (Please specify) _____</p>
4. Project Description (no more than 400 words)	
5. Contribution to AC21	
<p>6. Co-Applicants</p> <p>Please indicate the full name, university and department of co-applicant(s).</p> <p>Please note that the applicants must consist of individuals of at least two AC21 member universities (including the Project</p>	<p>Additional AC21 Members:</p> <p>1.</p>

<p>Lead) from at least two countries</p>	<p>Other non-AC21 Institutions (if any): <i>(Please include the country location)</i></p>
<p>7. Total Project Budget:</p>	<p>Grant amount sought: <i>(Attach a separate detailed itemized budget)</i></p> <p>University in charge of budget management (Please note that the grant will be paid into the bank account of the Project Lead's affiliated university):</p>

8. Timeline of Activities

<p>April 2023</p>	
<p>May 2023</p>	
<p>June 2023</p>	
<p>July 2023</p>	
<p>August 2023</p>	
<p>September 2023</p>	

October 2023	
November 2023	
December 2023	