



2016
Guidelines for the
AC21 Special Project Fund (SPF)
(REVISED: October 2015)

Application Period:
November 1, 2015 to January 31, 2016

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 financially supporting a variety of activities and research projects. 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. Researchers involved in the organization of events will attempt to include large numbers of researchers, post doctoral students and graduate students from all the institutions involved in the project. For example, a symposium jointly held by three 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 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.

3. SPF Award

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

4. Application Period

November 1, 2015 to January 31, 2016

5. Application Requirements

- 1) The application deadline must be observed. Late applications will not be accepted.
- 2) Each project shall elect a project group leader to fill out and sign the application form.
- 3) The application package must be submitted through each university's AC21 "Communicator", so as to avoid any confusion or multiple submissions. Please send by either email or postal mail. Applications which are incomplete will not be considered.
- 4) The group leader shall submit the completed proposal to the AC21 Communicator, who shall then submit it to the AC21 General Secretariat.
- 5) **Applications should include the completed Application Form (4 pages), as well as a separate detailed Budget Proposal.**

- 6) Projects should include at least **three** AC21 member universities, from at least **two** different countries.
- 7) Members with unpaid membership fees are ineligible.

6. Selection Process

- 1) Steering Committee (STC) members will individually screen and evaluate all applications according to the relevant criteria below.
- 2) Based on the STC evaluations, the General Secretariat will announce the final selection results to the applicants.

(Evaluation Criteria)

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

- Contribution to AC21 activities
Does the proposal stimulate international collaboration 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
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
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.

7. Project Examples

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

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 **3 final** documents by December 25 of the project year:
- **A final project report**
 - **A final financial report**
 - **A short, general article for 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)

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

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

**Applications should be submitted by the AC21 Communicator indicated above to:**

AC21 General Secretariat  
Nagoya University  
Furo-cho, Chikusa-ku  
Nagoya 464-8601, Japan Email: office@ac21.org

## Appendix

### AC21 Member Institutions (As of April 1, 2015)

|              |                                 |
|--------------|---------------------------------|
| Australia    | The University of Adelaide      |
| China        | Jilin University                |
|              | Nanjing University              |
|              | Northeastern University         |
|              | Peking 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 4 of the Guidelines) at their institution.

**Application Period: From November 1, 2015 to January 31, 2016**

|                                             |                                        |
|---------------------------------------------|----------------------------------------|
| <b>Full name and title of applicant</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:**

| Item                                                                                        | Checklist (tick) |
|---------------------------------------------------------------------------------------------|------------------|
| <b>The completed Application Form (4 pages 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 each member | Additional AC21 Members:<br><br>1.<br><br>2.                                              |
|                                                                                                    | Other non-AC21 Institutions (if any):<br><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></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> |  |