

**University of Birmingham**

**Birmingham International Engagement Fund**

**UoB-Waseda Research Collaboration Fund**

**Background**

Waseda University has been identified as a key institution for strategic development for the University in Japan. It is anticipated that a number of mutually beneficial, sustainable collaborations will be developed, especially in multiple subject areas. A joint collaborative fund of GBP 60,000 pa has been set up to facilitate the research collaborations between UoB and Waseda, with £30,000 pa from each institution.

The Waseda side of fund is administrated by the Centre for Research Strategy (Contact person Prof Mikiko Shimaoka, [m.shimaoka@aoni.waseda.jp](mailto:m.shimaoka@aoni.waseda.jp) ), and academics from Waseda should contact Prof Shimaoka for the bid to the fund. The UoB side of fund is administered by International Relations (contact person Ms Wenwei Wu, [w.wu@bham.ac.uk](mailto:w.wu@bham.ac.uk) ) and UoB colleagues are invited to bid to the fund following the procedures outlined below.

**Criteria & Guidelines for Applications**

The UoB-Waseda fund is available to provide funding for travel costs related to visits to Japan (with Waseda as the main visiting institution) for the purpose of developing research collaborations. The fund may also support incoming visits by individuals from academics from Waseda to the University.

The primary criterion for an award from the BIEF is the quality of the proposed activity: only the highest quality proposals will be supported. Quality will be judged on:

1. The extent to which the activity will further the University’s international academic reputation.
2. Academic excellence and standing given the career stage of the applicant.
3. Tangible outputs and the potential benefit of the outputs to the University’s submissions to REF, TEF, and international league tables.
4. The extent to which the visit will enhance existing collaboration or pump prime new areas.
5. The value for money of the application.

There are no restrictions on the forms of activity undertaken with travel funding, so long as it involves travel between Birmingham and the partner (or vice versa) and meets the criteria below. It is expected that funding will normally support academic visits (including, if the reputational benefit to the University is clear, conference attendance). This does mean that certain activities may be permissible in some markets and not in others due to the impact these will have.

**Criteria**

1. Applications must be submitted by a (full- or part-time) academic or research-active members of staff at the University.
2. Eligible candidates for travel should normally be a (full- or part-time) academic or research-active members of staff at the or at the partner institution (the fund will not normally support travel for doctoral students unless they have an academic post). In cases of oversubscription to the travel fund, preference may be given to collaborative bids from more than one school or college
3. To be eligible for support, proposals should aim to address one of the criteria listed above.

**Guidelines**

1. Funding is generally available to cover travel costs (transportation and accommodation, and incidental costs such as visas) and any registration fees required for the activity. Staff costs, hospitality and other incidental costs will not be considered.
2. Applications should be made on the form accessible on the [International Relations Travel Funds Page](https://intranet.birmingham.ac.uk/external/international-relations/relations/fundingopps/index.aspx) (log-in will be required).
3. Applications will be submitted to the College Director of Internationalisation for consideration in the first instance. Any enquiries around applications to BIEF should also be addressed to the relevant Director of Internationalisation.
4. Successful applicants will be asked to write a short report within 2 weeks of the conclusion of the visit or activity for which the award was made. The report should be sent by email to Dr Allan McKinley in International Relations at [a.s.mckinley.1@bham.ac.uk](mailto:a.s.mckinley.1@bham.ac.uk)