Monash Warwick Alliance
Student-led Activity Fund
Guidelines
2018 Application Year

1.0 Introduction

Monash University and the University of Warwick have formed a strategic alliance that aims to enhance the experiences of students at both universities through the development of new models of education and research collaboration. The Student-led Activity Fund provides a mechanism for all levels of students to get directly involved in activities that contribute to these aims.

If you have already established a relationship with a student team/group or student society at the other institution and have a clear idea for a collaborative project you can submit an application to the Student-Led Activity Fund which provides financial support for a range of activities.

If you have an idea for a collaborative project but have not yet found the right partner(s) at the other institution, or are at the early stages of a new partnership and not yet ready to submit a funding application, you can complete an Expression of Interest form and submit it to the Alliance Project Team to access support in making connections and taking your ideas forward.

The Student-led Activity Fund can provide students with a grant up to GBP£5,000 plus AUD$10,000 for projects involving collaborative activity, enterprise initiatives, student association activities, developments in learning and teaching and activities to integrate the two student bodies. Project activities should be completed within 18 months.

2.0 What kinds of activities can be funded?

Financial support is available for activities that seek to:

- integrate the student bodies of both universities;
- develop "globally engaged students" through working as part of international teams;
- increase both the impact and profile of existing student-led activities at both universities; and
- transfer knowledge and innovation in student activities across our campuses.

Examples of activities which will be considered for support include:

- Academic-related events (e.g. summits, student conferences);
- Cultural and intercultural activities, including sporting events;
- Skills development activities and events.

Staged projects that could become embedded within the scope of normal student activities at both universities after the initial funding period would be of interest.
2.1 What is the Alliance looking for in an activity?

The Alliance is looking to support activities that are structured to benefit the largest number of students possible and to help students develop skills and gain experience in:

- Organisation and project management including planning and controlling budget, delegating tasks;
- Interpersonal skills including communication and negotiation, supporting others, resolving conflict, adjusting style;
- Leadership skills including leading a project group, representing your team, giving and accepting responsibility, counselling and mentoring others;
- Intercultural and international skills: managing the challenge of working across borders, time zones and different institutional and individual approaches; and
- Responding to and overcoming unforeseen challenges.

2.2 Assessment Criteria

Proposals will be assessed taking into account the degree to which they incorporate the following elements:

- Scalability, for the benefit of as many students as possible;
- Delivering initiatives jointly;
- Skills development including some or all of the following:
  - Demonstrable experience of operating as part of an international team
  - Confidence in using technological solutions to facilitate group working
  - Growth in intercultural competence
  - Networking and team-building across time zones
  - Project management experience

3.0 What financial support is available?

The Student-led Activity Fund provides support of up to a maximum of **GBP£5,000** (for expenses incurred by Warwick students) plus **AUD$10,000** (for expenses incurred by Monash students).

Projects which bring sponsorship or third-party funding or in-kind support are encouraged.

Allowable expenses include:

- Cost of materials and publicity related to the project;
- Event hosting costs including venue hire and catering (with the expectation that Monash or Warwick venues will be used);
- Accommodation and Economy class travel directly to the location relevant to the project proposal (normally a Monash or Warwick campus unless there is demonstrated relevance of another location);
- Other costs that are demonstrated in the proposal to be directly related to the delivery of the activity, in the view of the selection committee.

Expenses that will not be met:

- Travel or catering deemed excessive to the needs of the project;
- Personal costs of project participants that would normally be incurred with or without this project;
• Any other cost not itemised in the project budget, unless variation is authorised by the Alliance in advance.

3.1 Eligibility

Applicants must be current students of Monash and Warwick University who will remain enrolled during the proposed activity or elected members of Students’ Union/Student Associations.

Applications can be made by individual student groups/teams or by student organisations. Note that all applications must have a nominated lead student at both institutions who will be accountable for the delivery of the initiative and for the oversight and acquittal of project expenditure at each end.

All activities require support from a local member of academic or administrative staff at each university who will take overall responsibility for ensuring the budget expenditure complies with local financial policy and procedures.

All applications will be assessed on their merits.

4.0 How to apply

Applications can be submitted at any point during the year.

Applicants should submit a single joint proposal to Ria Wilson (mw-alliance@warwick.ac.uk) using the pro-forma application form available from:


Warwick: https://warwick.ac.uk/global/mwa/students/projects/

4.1 How can I best prepare my application?

If you are considering applying for funding, your first stop should be to contact the Alliance Project Team at your home university who can provide advice and answer any questions you may have.

Ideally you should research, identify and directly approach your counterparts at the other university to jointly develop applications. If you are at an earlier stage in the process your Students’ Union representatives/Sabbatical Officers may be able to advise on appropriate contact points or you can submit an Expression of Interest form to the Alliance Project Team.

Once you are ready to complete an application form find a local member of academic or administrative staff at each university who will support your application. The staff member will take overall responsibility for ensuring the budget expenditure complies with local financial policy and procedures.

The application form is similar to those you can expect to find when applying for industry or government funding. To assist you to best respond to each question please refer to the FAQ section in Appendix Two.

Your application will be reviewed by a selection committee comprising senior academics from both universities who will make selections based on merit and a range of criteria outlined in section 2.2
If your application builds upon an existing collaboration or joint activity between the two universities, evidence of the outputs from previous activities would support your application.

5.0 Reporting
Successful applicants will be required to submit a final report within one month from the end of the project. The report should include a list of participants and a summary of key outcomes (a template and submission guidance will be provided).

6.0 More Information / Contacts
For further advice and guidance please contact:

Warwick University
Ms Ria Wilson, Project Assistant, International Strategy and Relations
Tel: +44 (0)24 76574109 or email: mw-alliance@warwick.ac.uk

Monash University
Mx Jacob Thomas, Education Projects Coordinator, Global Engagement
Tel: +61 3 9902 4255 or email: mw-alliance@monash.edu
APPENDIX ONE: EXAMPLE BUDGET

A group of Warwick students travel to Monash to take part in a training event on international student collaboration. When they return to Warwick they run a conference to share the training ideas with other Warwick students. One student from Monash who helped organise the training event will attend the conference at Warwick which will also be live-streamed to Monash to maximise the number of students that can take part virtually.

<table>
<thead>
<tr>
<th>University of Warwick Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Amount per Item</td>
</tr>
<tr>
<td>Flights from Birmingham to Melbourne</td>
</tr>
<tr>
<td>Accommodation</td>
</tr>
<tr>
<td>Printing</td>
</tr>
<tr>
<td>Catering</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Notes**

- Please use this table as a reference point only.
- Always obtain quotes wherever possible to strengthen your application.
- If you are unsure on how to produce a budget for your proposal please contact the Alliance Project Team for assistance.
## Monash University Contribution

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount per Item</th>
<th>Number of Items</th>
<th>Total</th>
<th>Quote</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training event costs</td>
<td>$1500</td>
<td>1</td>
<td>$2,500</td>
<td>Yes</td>
<td>On campus package for conference room hire and catering</td>
</tr>
<tr>
<td>Flight</td>
<td>$1,500</td>
<td>1</td>
<td>$1,500</td>
<td>No</td>
<td>Indicative cost for return flight from Melbourne to Birmingham. Quote to be obtained</td>
</tr>
<tr>
<td>Airport transfer</td>
<td>$30</td>
<td>2</td>
<td>$60</td>
<td>Yes</td>
<td>From airport to accommodation and back</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$0</td>
<td>1</td>
<td>$0</td>
<td>N/A</td>
<td>The student will stay with friends</td>
</tr>
</tbody>
</table>

**Total**  $4,060

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**Notes**

- Please use this table as a reference point only.
- Always obtain quotes wherever possible to strengthen your application.
- If you are unsure on how to produce a budget for your proposal please contact the [Alliance Project Team](#) for assisting.
APPENDIX TWO: FAQs

Glossary

- **Co-Applicant** – a currently enrolled undergraduate or postgraduate student who will support the lead student as part of a team, ensuring the successful delivery of the activity.
- **Home Institution** – the university a student is currently enrolled at and undertaking study and/or research in.
- **Lead Student** – a currently enrolled undergraduate or postgraduate student who will be accountable for the delivery of the initiative and for the oversight and acquittal of project expenditure at each end.

Expression of Interest Form

Section 2: Background information and area of interest

This is an opportunity for you to tell us what you would like to do and why. You can include information on what previous contact you have had with student group/teams or societies at the other institution or the attempts you have made to make contact and if they were successful or not. If you have an existing link what would you like to do next? In the following section you can indicate how you would like the project team to help, e.g. help find a contact, talk through the feasibility of your ideas, etc.

Personal Bio section

We are interested in your motivation for pursuing the links or projects with Monash that you are interested in and/or why your course mates or members of your society have nominated you to be the lead student or co-applicant.

Student-led Funding Application Form

Section 2: Applicants

There must be a lead student and a co-applicant from each institution. There can be additional co-applicants and you can list these at the end of the application.

Personal Bio section

We are interested in your motivation for pursuing the links or projects with Monash that you are interested in and/or why your course mates or members of your society have nominated you to be the lead student or co-applicant.

Section 3: Details of Proposed Activity

To ensure your application has the best chance of success, you need to:

- Describe how your activity is a clear and compelling initiative that connects the institutions;
- Show evidence of joint commitment and capability at the Monash and Warwick end;
- Provide a clear delivery plan and budget (see Appendix One for an example budget table). This should explain in some detail how the project will be delivered, by who and by when;
• Detail the potential and measureable impact on improving one or more of the following student learning, skills development or the student experience.

You may find the following prompts helpful when thinking about your answers to the questions in section 3. This is not a definitive list but provides a starting point for thinking about your application.

Purpose and Objectives
• Why do you want to do it?
• What do you hope to achieve?
• Who is your target audience?

Schedule of activities
• How long is the project from start to finish including preparatory activities and evaluation?
• How many activities/events will you run?
• When will they take place?
• What are the preparatory steps and how long will these take?

Success Indicators
• How would you define the success of this activity?
• How will you know if your project is a success/how will you measure this?
• Are you measures quantitative, qualitative or a mixture?

Sustainability
• Is this a one-off project or will it continue in the same or different form longer term and/or become an ongoing project?
• Are the benefits/impact of the project short-term or will they have a longer-term impact?
• Are there plans to continue it after the Alliance funding has ended?
• How will any new connections be maintained in future?