## International Visitor Research Fund Guidelines



## Completing the application – International Visitor Research Fund

This document is designed to assist in the completion of the online International Visitor Research Fund application. Below is some guidance for completing each section.

There are a number of documents that need to completed and uploaded as part of the application they are:

* Curriculum Vitae (CV)
* Declaration

Each of these templates are available on both the online system and the webpage. It is strongly suggested that you download and complete these documents before completing the online portal.

Overview

The International Visitor Research Fund was established to promote high quality research outputs through international collaboration and co-publication. It does this through supporting the international travel costs of reputable researchers to come to Massey University for at least a month, but in exceptional circumstances shorter periods may be considered by the committee.

The researcher is to work with staff at Massey University on research activities with expected high quality outputs. It is intended this will enhance Massey University’s international research reputation and profile and encourage staff to apply for larger New Zealand and international research grants. The maximum allocation of this award will be $5,000 to assist in covering the travel costs of up to a return around the world economy air ticket plus a contribution towards expenses. Additional costs of the visit, including those associated with longer stays, and arrangements for accommodation must be met by the host academic unit or out of other sources.

The University Research Committee, which oversights the IVRF, seeks to support and advance research and optimize research performance outcomes for Massey University. **Please note that the Committee’s decision is final and no appeals will be considered.**

The deadline for IVRF applications will be:

1st March

**30th June (coinciding with Strategic Research Excellence Fund applications),**

1st December

Applications are to be submitted via an online application form on the Research and Enterprise webpage here**.**

Applicants should be aware that the awarding of an internal Massey University grant would imply an undertaking on their part to provide a report on progress. A Final Report will be required to be submitted at the end of the project period, the template is on the on the Research and Enterprise webpage here**.** This report will be assessed by the University Research Committee at the first available meeting after the closing date for submission.

Objectives

The purpose of the International Visitor Research Fund grants are to:

* Attract overseas academics who are leaders in their field.

 Guest lectures and seminars, collaborative research.

* Building new and stronger international networks and collaborations.

Funding

Funding, typically for short visits over one month duration, will commence in the 12 month period from January each year.

# Eligibility criteria

### International Visitor Research Fund

The International Visitor Research Fund has been established to promote high quality research outputs through international collaboration and co-publication. It does this through supporting the international travel costs of reputable researchers to come to Massey University for at least a month, but in exceptional circumstances shorter periods may be considered by the committee. The researcher is to work with staff at Massey University on research activities with expected high quality outputs. It is intended this will enhance Massey University’s international research reputation and profile and encourage staff to apply for larger New Zealand and international research grants. Grants will be up to a maximum of $5,000 and are expected to be used to cover the travel and a contribution towards expenses such as accommodation. Additional costs of the visit, including those associated with longer stays, and arrangements for accommodation must be met by the host academic unit or out of other sources.

## Completing the application – International Visitor Research Fund

Below is some guidance for completing each section.

PERSONAL DETAILS

Please complete all sections

VISITOR DETAILS

Please complete all sections

SECTION THREE: PLANNED VISIT DETAILS

Project title, outline of research activity, Planned research output, duration

1. Project title: max. of 30 characters.
2. Outline of visit plans max. 100 words, indicate the planned research outputs that will arise from the visit ; i.e. guest lectures, public seminar, keynote, collaboration on proposed research application and publication planning etc.
3. Planned Research Output: max. 100 words, brief description if appropriate of expected outcome of visit: draft of external research application, draft co-authored publication etc.
4. Duration and Proposed Dates of Visit: Please include the proposed duration and the dates of the visit.

SECTION FOUR: APPLICATION BUDGET

Budget details & justification

The maximum allowable request is $5,000.

Please download the budget template, complete and upload. The budget should include all expected costs, including, flights, travel and accommodation. Justification for all costs must be included. All amounts should be **GST Exclusive**.

Justification

1. Write the budget justification in the same order as the budget line items.
2. Provide any quotes where relevant.

SECTION FIVE: COLLEGE & ACADEMIC UNIT SUPPORT

In order for an IVRF application to be assessed you need to have support from you College PVC & Head of Academic Unit, please download the declaration template, complete and upload.

SECTION: DECLARATION STATEMENT

Signature & declaration

**Applications for this funding close on 1 March, 30 June & 1 November and must be submitted electronically by 5 p.m. Incomplete applications will not be accepted.**