Hokkaido University and the University of Melbourne
Call for Joint Research Workshop Proposals 2027
Guidelines for Applicants

Hokkaido University (HU) and the University of Melbourne (UoM) seek to grow their collaboration through the *Hokkaido—Melbourne Joint Research Workshops Fund*. The aim of the scheme is to support the development of new collaborations through joint research workshops, with HU and UoM contributing matching funds. Up to four workshops will be funded in 2027, with two to be held at Hokkaido and the other two in Melbourne. It is expected that these initial projects will lead to long-term collaborations, institutional and research relationships, and (where applicable) generate publications, exhibitions, and/or external funding for ongoing collaboration.

The Call for Proposals is open to all research areas.

Details of Hokkaido University and the University of Melbourne's partnership can be found on Hokkaido University's International Partnerships webpage:
https://www.global.hokudai.ac.jp/global/the-university-of-melbourne/

Scope of scheme

The program supports UoM and HU collaborators to convene a research workshop in Melbourne or Hokkaido. Proposals should be led by at least one Principal Investigator (PI) from HU and at least one Principal Investigator (PI) from UoM, who wish to establish a new, or develop an emerging, collaboration. New collaborations will be prioritised; however, applications from researchers with well-established collaborations will be considered if they clearly articulate how the workshop will develop their collaboration into a new area of research or significantly grow the network of collaborating researchers.

There is no limit to the number of academic staff members who can participate in proposals, with the involvement of Early Career Researchers (ECRs) and graduate researchers (PhD candidates) strongly encouraged. Interdisciplinary proposals, involving researchers from different disciplines and faculties, are also strongly encouraged.

External collaborators (including researchers in Australia, Japan, internationally, or those working in non-academic contexts such as industry or government) cannot lead an application but can be involved in the proposed workshop at their own expense.

Adherence to respective equality, diversity and inclusion (EDI) policies are an important feature of this scheme to ensure that all participants can do their best work, thrive, and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views, knowledge and experiences. Applicants should consider EDI as it applies to gender, indigenous peoples, disabilities, career stages and sectors.

Funding available

Up to four workshops will be funded. UoM and HU will each hold up to two workshops as the "host" institution and send researchers to up to two workshops as the "sending" institution. Successful workshops will be awarded a total of $20,000 AUD / JPY equivalent, with funds divided thus:

- Researchers from the sending institution (who will travel to attend the workshop) can request up to $15,000 AUD / JPY equivalent.
- Researchers from the host institution (who will hold the workshop) can request up to $5,000 AUD / JPY equivalent.

PIs should request funds based on the scope of their proposed activities, providing a justification for the costs. Each institution will pay funds directly to their researchers.

Projects should be planned to start on **1 April 2027**, with the funding period ending on **31 March 2028**. Funds not spent by the end of the funding period will be transferred back to either HU or UoM so that unspent balances can be reallocated.

The summary below outlines the eligible and ineligible costs to be included in the budget, noting that HU and UoM reserve the right to determine the eligibility of costs.

Eligible costs	Ineligible costs
• Travel costs for the PIs and other UoM or HU researchers named in the proposal, including graduate researchers. This includes flights, accommodation, and subsistence. • Other costs associated with organising workshops and meetings.	• Research costs, including consumables and existing staff time. • Replacement research and/or teaching costs. • Directly incurred staff (for example, Research Assistants). • Scholarships, tuition fees and honoraria • Conference attendance.

Eligibility criteria

Applications must be led by at least one PI from HU and at least one PI from Melbourne.

Melbourne PIs

Melbourne PIs must hold an appointment at the University of Melbourne that meets the following requirements at the time of application and for the duration of the award:

- Academic Level A6 or higher; and
- 0.5 FTE or higher.

Honorary employees whose primary academic affiliation is the University of Melbourne are eligible to lead an application if:

- Their primary employer has entered into an agreement with the University to support the Australian component of the collaborative activity; or
- They agree to participate at their own expense if they are otherwise unaffiliated (for example, they hold an emeritus position).

Melbourne academics must not have outstanding Progress Reports or Final Reports from any other University of Melbourne Researcher Development Scheme.

All applications must be endorsed by the PI's Head of Department/School.

Hokkaido PIs

Hokkaido PIs must hold an appointment at Hokkaido University that meets the following requirements at the time of application and for the duration of the award:

- Postdoctoral Researcher or faculty; and
- Preferably full-time.

Jointly-appointed employees whose primary academic affiliation is Hokkaido University are eligible to lead an application if their other employer(s) acknowledges and approves their involvement in the Hokkaido—Melbourne Joint Research Workshops Fund.

All applications must be endorsed by the PI's Dean of Faculty, Director of Research Institute/Research Centre, or Chairman of the University Hospital.

Evaluation of projects

The proposals will be reviewed according to the following criteria:

- **Project design and rationale:** How clearly presented and justified is the basis for, and design of, the workshop? How does the proposed workshop assist with establishing new and emerging research collaborations between Hokkaido University and the University of Melbourne? If applicable, what are the anticipated benefits of involving Early Career Researchers and graduate researchers?
- **Collaborator complementarity:** What is the added value of the new or emerging collaboration? How does the proposed workshop combine mutual areas of interest and strength?
- **Potential impact:** What desired outcomes do the planned activities set out to achieve? What are the anticipated benefits of the workshop or its desired outcomes to local or international communities?
- **Capacity for future collaboration/funding:** What is the potential for this workshop to foster ongoing collaboration, and through what mechanisms? How well does the proposed collaboration plan to access external funding?

Reporting and publications

Successful PIs will be required to submit a report within one month of the formal completion date of the project. This report needs to outline the activities undertaken, grant expenditure breakdown, opportunities that have been identified, and future planned actions for the research program.

Any publications (e.g. abstracts, articles) or dissemination of research (e.g. public presentations) arising from workshops supported by this Grant should acknowledge financial assistance received from the Hokkaido—Melbourne Joint Research Workshops Fund. Copies of the publications and/or information about the presentations should be included in the above report or notification provided to the Division of International Relations, International Affairs Department at HU and Melbourne Research and Enterprise (MRE) at the University of Melbourne. The title for acknowledgement is

"Hokkaido—Melbourne Joint Research Workshops Fund, provided by Hokkaido University and the University of Melbourne."

Change of Investigator and Extensions

If circumstances change – for example, the PI or a team member leaves the project – awardees must give notification to MRE's Researcher Development Schemes at UoM and the Division of International Relations, International Affairs Department at HU. Extensions may be allowed solely for the UoM budget. All changes must be approved in writing.

Call Timeline

Call for Proposals opens	4 November 2026
Application deadline	2 February 2027 at 15:00 [Melbourne AEDT]
Outcomes released	March 2027
Funding period start date	1 April 2027
Funding period end date	31 March 2028

Application process

One joint application per project should be submitted via SmartyGrants by **2 February 2027** at **15:00 (3pm) (Melbourne AEDT) / 13:00 (1pm) (Hokkaido JST).** Applications should be written in English and for an audience proficient, but not expert, in the field. Applications can be submitted by either of the PIs after obtaining confirmation from the counterpart.

The application form link is: https://ricunimelb.smartygrants.com.au/Hokkaido2027. After submission, you will receive confirmation via email along with a PDF copy of your application.

Both PIs must submit faculty endorsement documentation with their application. These documents include a Letter of Endorsement signed by the Dean of Faculty, Director of Research Institute/Research Centre, or Chairman of the University Hospital (Hokkaido); and an Authority to Submit form signed by the relevant Head of Department/School (Melbourne). Please see the scheme website for instructions.

Contacts

Melbourne PIs

Researcher Development Schemes (RDS)
Melbourne Research and Enterprise
The University of Melbourne
Email: res-devschemes@unimelb.edu.au

Hokkaido PIs

Office for International Collaboration
& The Division of Research Promotion and Planning
Research Development Department
Hokkaido University
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