

University of Manitoba University of Manitoba International Program and Partnership Seed Fund (UIPPSF) General Guidelines

Funding Priorities and Principles

The UIPPSF provides funding for faculty members who are engaged in establishing and building new meaningful and sustainable partnerships with colleagues and institutions situated outside of Canada. Such partnerships should either present new types of cooperation with existing institutional partners or initiate cooperation with a new institutional partner.

These partnerships may be formed around one or more of the following goals and objectives:

- Establishing new international research programs or projects
- Establishing collaborative international development projects
- Establishing international student or faculty mobility programs

UIPPSF funds may be used to cover a portion of the following:

- Partner meetings required to establish new international research, development projects, or student/faculty mobility programs (including travel costs)
- Travel costs for student travel directly related to new international research, development projects, or mobility programs
- Costs of information and communications technologies necessary to sustain an international partnership

Eligibility

- All full-time academic faculty members with professorial or academic librarian rank, holding tenure or tenure-track appointments; and
- Geographical Full-Time (GFT) academic faculty members, appointed for three years or longer and who have a minimum 40% protected time for research.
- Contingent, nil-salaried and adjunct professors are not eligible to apply for internal grants.
- Applicants may submit one UIPPSF application per competition.
- Applicants who receive UIPPSF support may receive additional support from other internal funding programs.
- Previous UIPPSF recipients are eligible for future UIPPSF competitions.

Nature and Extent of Support

The maximum that will be awarded is \$5000. Matching funds are required from a Department Head, Director or Dean. Applicants should develop their proposed budgets with these considerations in mind; applications without matching funds will be rejected.

Evaluation Process and Criteria

Applications for support are reviewed and adjudicated by the College of Internal Grants. With each call, UIPPSF funds will be allocated to roughly 1/3 of funding going to mobility programs; 1/3 to research projects; and 1/3 to international development projects.

UIPPSF applications are assessed on the basis of the following criteria:

- Clear alignment with the UofM's Strategic Plan and International Strategy
- Demonstrated connection to department priorities and support of Dean/Department Head
- Quality and originality of the proposed partnership
- Ability to increase intercultural awareness and/or international engagement at the U of M

- Sustainability plan, including potential for future funding
- External matching funds or in-kind support

Conditions of the Award

- If an award recipient loses his/her eligibility to hold internal grant funding during the term of award, all unused funds must be returned to the program's funding pool.
- UIPPSF grants must be used for the purpose described in the application.
- UIPPSF funds will terminate on the date specified in the grant notification letter. The normal term of the award is 18 months. Travel should happen within the first 12 months (if applicable).
- Within three months of the completion of the grant, awardees must submit a one-page report on how funding was used.

Application Procedures and Guidelines

One competition will be held annually with a deadline date of **November 15**. Results of the competitions will be announced approximately four weeks after the application due date. There is no provision for appeal of funding decisions.

- UIPPSF Application Form, available at: http://umanitoba.ca/research/ors/um_funding.html
- All expenses incurred must be claimed in accordance with the Travel and Expense Claims Policy and Procedures. All budget items must be essential to the overall project/program development and a brief, clear justification for each budget item must be provided.
- A one-page letter of support from your Dean, Director, or Department Head.
- Optional: an additional one-page Letter of Support can be submitted from another Dean, Director, or Department Head, or from your international partner.
- Applications are submitted electronically by email. Paper copies of applications will no longer be accepted.

Late applications will not be considered.