

UNIVERSITY OF CANBERRA COLLABORATIVE INDIGENOUS RESEARCH INITIATIVE (UC CIRI)

VISITOR PROGRAM

FEBRUARY 2020

This document sets out the terms pursuant to which UC CIRI will provide support for visits by academics and others to grow research quality and capacity in Indigenous research

UC CIRI VISITOR PROGRAM – TERMS AND CONDITIONS

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1 Title and Purpose of Visitor Program

1.1 UC CIRI Visitor Program

- 1.2 This program will support visits to UC by academics and others to grow research quality and capacity in Indigenous research through collaboration.
- 1.3 Preference will be given to applications supporting visits by Aboriginal and Torres Strait Islander academics.
- 1.4 The terms and conditions outlined in this document are effective as of 1 October 2016.

2 Definitions

- 2.1 **“Aboriginal and/or Torres Strait Islander”** is a person who identifies as an Australian Aboriginal and/or Torres Strait Islander and is recognised as such by their community
- 2.2 **“First Nation Peoples”** is a person who identifies as an Indigenous person, mainly used in reference to non-Australian Indigenous people, and is recognised as such by their community
- 2.3 **“Visitor”** is a person who has been invited under the UC CIRI Visitor Program

3 Eligibility

- 3.1 Preference will be given to Visitors who are Aboriginal and/or Torres Strait Islander.

4 Selection Criteria

- 4.1 Visitors will demonstrate tangible benefits to UC research quality and capacity in the areas of Indigenous issues with particular emphasis on those specified in the ‘Closing the Gap’ report.
- 4.2 Preference will be given to Visitors who have the support of Aboriginal and/or Torres Strait Islander communities.
- 4.3 Description of what the visit will include.
 - 4.3.1 Depending on its nature, the visit is to include:
 - a. Seminar
 - b. Policy briefing
 - c. Public seminar
 - d. Media release and media engagements
 - e. Collaboration with an UC researchers on an identified research project
 - f. Preparation of a paper for publication
 - g. Co-generation of a grant application
 - h. Visitor to present a debrief to the UC CIRI Executive Committee of outcomes at the end of the visit
- 4.4 Confirmation of financial and other contributions provided by the visitor’s institution and the hosting UC Faculty/Centre.
- 4.5 Where possible, confirmation of a link into the UC Distinguished Scholar Program.

5 Documentation

- 5.1 If all documentation is not provided the application will not be processed. Please ensure all documents submitted are clearly legible.
- 5.2 The following documentation is required:
 - a. A completed UC CIRI Visitor Program Application Form
 - b. A curriculum vitae siting research projects (including the visitor's role) and publications (max. 3 pages)
 - c. A budget specifying how the Visit will be funded. The budget is to be itemised and is to include all financial support for the visit (e.g. UC CIRI, Faculties/ Business Units, other organisations/areas).
 - d. Any other relevant supporting documentation
- 5.3 Completed applications must be signed by the person listed as 'Visitor'.
- 5.4 Applications must be signed as supported by the host Centre Director/Faculty Dean.

6 Application Period

- 6.1 Applications may be submitted at any time during the year.
- 6.2 Applications are to be forwarded to uc-ciri@canberra.edu.au with the subject line clearly titled "UC CIRI Visitor Application".
- 6.3 Applicants are to be aware that assessment and approval of applications will usually occur at the next scheduled meeting of the UC CIRI Executive Committee.
- 6.4 Applications should be submitted at least 6 weeks prior to the funds being required

7 Selection

- 7.1 Successful applications will be determined by the UC CIRI Executive Committee.
- 7.2 Visitors will demonstrate tangible benefits to UC research quality and capacity in the areas of Indigenous issues with particular emphasis on those specified in the 'Closing the Gap' report.
- 7.3 Preference will be given to Visitors who have the support of Aboriginal and/or Torres Strait Islander communities.
- 7.4 A well planned program to provide substantial opportunity for engagement across UC researchers.
- 7.5 Financial support by hosting UC Faculty/Centre.
- 7.6 Visitor grants will be awarded on their merit taking into consideration the funds available.
- 7.7 Whereby two or more applications are considered equal, the program for engagement across UC researchers may be considered as the determining factor.
- 7.8 All applications will be judged on their own merit with no consideration being given to the outcomes of previous applications.
- 7.9 All decisions by the UC CIRI Executive Committee are final.

8 Program Use

- 8.1 Visits of between 1 day to 12 months by eminent Aboriginal and/or Torres Strait Islander or First Nation Peoples researchers.

9 Grant Uses

- 9.1 Travel costs
- 9.2 Accommodation costs
- 9.3 Salary costs
- 9.4 Research operating costs

10 Grant Value

- 10.1 Successful applications may be awarded up to \$5,000.
- 10.2 The UC CIRI Executive Committee retains the right to determine how much funding will be awarded no matter the amount requested in the application.

11 Insurance

- 11.1 Insurance to be provided by the visitor's home institution.

12 Conditions

- 12.1 Grants will be administered by the host Faculty/Centre.
- 12.2 The host Faculty/Centre is to provide the UC CIRI Administrator with a cost centre to which the approved funds will be transferred.
- 12.3 Visitor is to provide a verbal debrief to the UC CIRI Executive Committee on outcomes at the end of the visit.
- 12.4 Host Faculty/Centre must advise the UC CIRI Administrator within two weeks of any changes to duration of the visit.

13 Leave Provisions

- 13.1 There are no provisions for leave under this program.

14 Termination

- 14.1 UC CIRI reserves the right to re-allocate the funds if for any reason the grant is terminated.

15 Payment

- 15.1 Payment of the grant will be in the form of a one off payment.
- 15.2 Payment will only be made once the recipient has completed the Letter of Offer (see Template at Attachment A) and it has been received by the UC CIRI Administrator.

15.3 Once a Letter of Offer has been received, payment will usually be made within three weeks.

15.4 Payment will be made by funds transfer direct to the advised cost centre.

16 Contacts

16.1 Application forms can be found at:

http://www.canberra.edu.au/research/collaborations/ciri/visitor_program

or call Tamara Posch on (02) 6206 8678.

16.2 Completed applications are to be submitted to:

uc-ciri@canberra.edu.au

Subject Line: **UC CIRI Visitor Program Application**

16.3 For questions regarding the status of your application.

uc-ciri@canberra.edu.au

Subject Line: **UC CIRI Visitor Program Application QUERY**

or call Tamara Posch on (02) 6206 8678

ATTACHMENT A: LETTER OF OFFER (SAMPLE)

dd mmm yyyy

Name
Address
Email

Dear Name,

University of Canberra Collaborative Indigenous Research Initiative

UC CIRI Visitor Program

Congratulations! We are pleased to advise you that your application for funding under the UC CIRI Visitor program has been approved and the UC CIRI Executive Committee has agreed to award your Faculty/Centre \$\$.

To accept this offer you will need to provide the information requested at the bottom of this letter, sign and then return it to uc-ciri@canberra.edu.au no later than ddd mmmm yyyy. Failure to do reply by the specified date will result in the offer being withdrawn.

Once the information has been received by the UC CIRI Administrator arrangements will be made to organise a direct debit to the specified cost centre. An email will be sent to you advising when to expect the transfer.

Please ensure you are fully aware of the terms of the program. A copy of the terms may be found on the UC CIRI website.

If you have any questions regarding the agreement please contact Tamara Posch at uc-ciri@canberra.edu.au or call 02 6206 8678.

Regards

Peter Radoll
Co-Chair UC CIRI Executive Committee

Peter O'Brien
Co-Chair UC CIRI Executive Committee

On behalf of (name of Faculty/Centre), I accept the funds as offered and have read and agree to the terms and conditions of the UC CIRI Visitor Program. I also authorise UC CIRI to transfer the funds to the cost centre specified below.

Name of Cost Centre:

Cost Centre Number:

Signature.....

(Print Name).....

Date: / /

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ATTACHMENT B: APPLICATION FORM (SAMPLE)

Visitor Surname:	Visitor Given name/s:
Visitor is: <input type="checkbox"/> Aboriginal and/or <input type="checkbox"/> Torres Strait Islander and/or <input type="checkbox"/> First Nations People (Please specify)	

Visitor Contact Details

Title/ Position:	
Telephone:	Mobile:
Email Address:	
Postal Address:	

Host Faculty / Centre Details

Host Faculty/Centre name:	Amount Requested:
Primary contact Surname:	Given name/s:
Title/ Position:	
Telephone:	Mobile:
Email Address:	

Visit Details

Visit Duration:	Start Date:	End Date:
Purpose of Visit:		

Please specify activities to be undertaken over the course of the visit (please add/ delete as appropriate)

UC CIRI Seminar	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details/title of the seminar
Policy Briefing	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details
Media Engagement(s)	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details
Collaboration on an identified research project	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details and title of the project
Collaboration on Paper for Publication	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details and title of the paper(s)
Co-generation of grant application	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details and title of the grant

Please outline expected outcomes from this visit (max 200 words)

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ATTACHMENT B: APPLICATION FORM (SAMPLE)

Supporting Information

Visitor has links with the following Aboriginal and Torres Strait Islander community(s) and/or has the support of the following Aboriginal and Torres Strait Islander community(s) (max 200 words)

Visitor has experience in research into Aboriginal and/or Torres Strait Islander and/or First Nations issues (max 300 words)

Visitor will provide tangible benefits to UC research quality and capacity in the areas of Indigenous issues with particular emphasis on those specific to research into Aboriginal and/or Torres Strait Islander and/or First Nations issues (max 200 words)

Planned program which will provide substantial opportunity for engagement across UC researchers (max 200 words)

Visitor Declaration

I have read the University's statement on privacy and the purposes for which www.canberra.edu.au/about-uc/policy-and-legislation/privacy.

I understand that the information contained on this form and in the accompanying documents will be used by the UC CIRI Executive Committee to assess my application under the UC CIRI Visitor Program.

I agree to be bound by the statutes, policies, guidelines and procedures of the University from time to time.

I have read, understood and agree to the terms and conditions of the UC CIRI Visitor Program.

I agree to present a verbal debrief to the members of the UC CIRI Executive Committee either just prior to the end of my visit or within 4 weeks after the end of my visit.

In signing this application, I declare that the information supplied on this form and in the accompanying documents and statements is complete and correct to the best of my knowledge. If any of the information is found to be false or misleading, I accept that the University may cancel any grant funding that might be awarded to me on the basis of this application and I may be required to repay any monies so obtained.

Signature of Visitor:

Date:

Faculty Dean / Centre Director Declaration

As Faculty Dean / Centre Director I agree to the Terms and Conditions of the UC CIRI Visitor Program and I fully support this visit.

Signed..... Print Name..... / /20