

Adelaide-Nottingham Alliance



Professional Staff Mobility Program 2024 Guidelines

Closes: Monday 22 July 2024

Summary

The Adelaide-Nottingham Alliance (the Alliance) Professional Staff Mobility Program aims to support the development of an associated four-month project between professional services at the University of Nottingham (UoN) and the University of Adelaide (UoA).

The program will facilitate professional development and the exchange of best practices and experiences between UoN and UoA, enhancing systems and services for the Alliance.

The Program intends to:

- Enhance networking, engagement, and development opportunities for UoA and UoN professional staff.
- Provide support for joint innovative activities that positively impact the applicant's department or business unit and supports further Alliance development and growth.

Funding details

In this round, each institution has committed A\$20,000/£10,500 to cover airfares, accommodation, food/subsistence costs, and seed-funding costs associated with project development for up to two successful applicants at each university. If funding is required to progress the project, applicants should include an estimated budget as part of the application.

Travel must be undertaken, and funds spent by **30 November 2024**. Unspent funds cannot be carried forward to the following year.

Eligibility

The program is open to all professional staff at UoA and UoN (UK Campus). Priority will be given to applicants who do not ordinarily undertake international travel or engage internationally as part of their daily duties, subject to the following criteria:

- Proposals must clearly demonstrate the benefits to the Alliance and each institution.
- Applicants must be employed at either UoA or UoN on a continuing contract or on a contract that exceeds the project duration by at least 6 months.

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- Applications must include one member of staff from each institution.
- The lead applicant applies to their home institution.
- Applications must be discussed and endorsed by relevant line managers of each institution (please include evidence of endorsement via an email or letter of support).
- Time allocation to this project for the duration of the exchange is approximately 50 hours over 4 months.
- Eligible expenditure items must comply with UoA's Financial Management Policy and Procedures and UoN's Financial Policy.
- UoA: Applications must comply with the Australian Foreign Arrangements Scheme.

Application Process

The 2024 A-NA Professional Staff Mobility Program will launch in June 2024, with an application window of 1 month and a total project duration of 4 months, to include 1 x one-week (five business days plus travel days) visit to UoN for participating colleagues and facilitate a one-week visit from a UoN colleague to UoA.

1. Applicants will need to initiate communication with a staff member from an equivalent team from the other institution. Staff are encouraged to reach out to their equivalents directly through utilising each institution staff directory and look up lists:

- UoN: [UK Staff look-up - The University of Nottingham](#)
- UoA: [Staff Directory | Home \(adelaide.edu.au\)](#)

However, if required, Global Engagement, UoA (GE), and the Global Engagement Strategy Support Unit, UoN (GESSU), can provide some support in connecting interested applicants with their equivalents at the opposite institution.

2. Applicants and their counterpart are responsible for organising meetings to determine the exchange parameters, agree on a project workplan, determine travel dates, and prepare their application. Applicants should agree which institution will be the lead applicant and apply to that institution.
3. Applications must be completed and submitted via email to globalengagement@adelaide.edu.au by the lead applicant, with all supporting documents, by **Monday 22 July: Nottingham 12:00pm (BST) / Adelaide 8:30pm (ACST)**. Complete applications must be received by the deadline. No extensions will be granted. Incomplete applications will not be considered.
4. Once applications close, a selection panel will meet to assess, rank and select projects for funding.
5. Successful applicants will receive an offer letter and acceptance form that must be signed and returned within three working days to the relevant Global Engagement office.
6. Applicants will then receive instructions regarding funding and acquittal.
7. For UoA applicants: If an applicant receives an offer letter, the applicant must seek foreign compliance endorsement by completing a Foreign Engagement Compliance Review (FECR) form prior to acceptance and provide proof with the acceptance form.
8. Where required, GE and GESSU will be available to provide guidance throughout this process.
 - University of Adelaide as lead applicant: globalengagement@adelaide.edu.au
 - University of Nottingham as lead applicant: uonglobal@nottingham.ac.uk

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Selection Criteria

We welcome all applications from any professional staff to undertake a staff exchange to experience different working environments, practices, and perspectives to enhance their professional skills and broaden their knowledge base with the aim of returning to their home university with new ideas, strategies, and approaches that they can apply in their day-to-day work.

Applications will be assessed in accordance with the following criteria:

1. Demonstrate how the proposed exchange will enhance their professional skills and broaden their knowledge.
2. Describe how processes and activities within the Alliance will be enhanced.
3. Four-month project is directly related to their professional or technical area, promotes the sharing of best practice, and enhances processes or activities within their business unit or department.
4. Demonstrate how the time spent at the other institution will serve to support professional development and enhancement to the sending and receiving units.
5. A clear plan of activities with associated timelines for implementation and delivery, including a clearly articulated and justified budget which aligns with the project dates.
6. Clear plan for facilitating and supporting the reciprocal visit.
7. Clear and measurable objectives with a focus on the achievement of concrete outcomes and results.

Reporting

Recipients are required to submit a report to Global Engagement at the mid-point of the exchange, and a final report no later than two months after the end of the exchange and no later than the end of **January 2025**. The report should include:

- A summary of the activities undertaken.
- Project outcomes and achievements.
- Future plans.
- Visit itineraries of both reciprocal visits.
- Acquittal of expenditure against the approved budget.

A report template will be provided at the commencement of the project for participants to complete.

Please note that, where applicable, the information in the report may be utilised by the UoA and UoN Global Engagement offices for briefs and profiling of the Alliance's global impact. The information may also be used on further communication channels, including the Alliance websites.

Forfeiture of funds

Awardees will have up to **30 November 2024** (subject to final confirmation by Finance) to utilise the funds in full for the planned project. A review of unspent funds will be conducted at the mid-point of the exchange. Funds that are not utilised within the specified period are to be returned to the relevant Global Engagement Office.

Awardees must notify their Global Engagement Office of any changes to the project and unspent funds prior to the review. Any operational questions related to funding should be directed to your Finance Manager.

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Key dates

Date	Activity
June 2024	Calls for applications open
22 July 2024	Call closes - Applications due for submission
August 2024	Applicants notified via email regarding the outcome of their application
August 2024	Awarded funding allocated to relevant unit
September - November 2024	One week University visits occur
30 November 2024	Funding fully utilised
End January 2025	Report submission – final date to submit

Further information

University of Adelaide as lead applicant: globalengagement@adelaide.edu.au