China Studies Centre (CSC) Research Grant Scheme Short-term Visitor (Incoming) Facilitation Grant Guidelines

The CSC will cover some of the costs associated with hosting an academic or expert from another institution (domestic or international) with the view to building institutional relationships which strengthen the study of China and/or are with the University’s preferred partners. The visitor will be expected to give a presentation at the University or to collaborate on a research project with a CSC member.

Grants of up to $10,000 may be awarded for a single application. Preference will be given to applications from, or involving, early career researchers as well as applications which demonstrate that funds requested are matched or exceeded by a third party, which may be internal or external to the University of Sydney. (NB: Evidence of matching funds must be submitted with your application.)

Eligibility and Conditions

Applicants may only submit one application to this scheme per calendar year.

Short-term visitor nominees must:
- be a scholar who is, or will be, actively collaborating with an academic member of the CSC and/or will give a presentation at the University of Sydney during his/her visit;
- be nominated by an academic member of the CSC;
- give a presentation at a CSC monthly seminar (if appropriate).

The host of the short-term visitor must:
- submit a copy of reports they have submitted to the CSC if they have previously been the recipient of CSC funding;
- present a report on their collaborative research with the visitor and a presentation at a CSC monthly seminar if so requested;
- provide a completion report within three calendar months of the visit;
- provide a financial report from the University’s Planning and Reporting finance system outlining expenditure of awarded funds.

The CSC must be referenced in any events occurring in association with the visit. There is also an expectation that the visitor or host will provide content for the CSC website and a blog post relevant to the visit, as well as engagement with the media (if applicable).

Criteria for Award

The applications will be assessed by the CSC Research Committee using the following criteria:

- reputation of the proposed visiting scholar and his/her work through submission of profile and CV
- relevance of the project and/or presentation to CSC objectives
- quality of the plan of the visit and/or subject of presentation
- applicant’s demonstrated service to the CSC

It should be noted that preference will be given to applications:

- submitted by, or involving, early career researchers;
- which demonstrate that the visit will be of benefit to members in more than one of the CSC’s clusters;
- which demonstrate that the visit is receiving funds from a third party which match or exceed the amount requested;
- demonstrate a cross-disciplinary element.
**Budget & Stipulations**

A funding contribution of up to $10,000 can be requested for travel and/or accommodation costs provided.

An indicative length of stay for visitors working on collaborative projects is one month, or long enough to make a meaningful contribution. An indicative length of stay for visitors giving a presentation is one week.

Quotations for flights and other expenses must be submitted with your application.

Funding can be requested for travel costs, accommodation and conference registration. The following items cannot be funded by the CSC Research Grant Short-term Visitor (Incoming) Facilitation Grant:

- items of recurrent funding (continuing positions, PhD scholarships);
- equipment;
- offshore payments or reimbursements for anyone not employed or formally associated with the University of Sydney;
- per diem allowances (including meals, laundry, telephone cards and other incidental expenses);
- more than AUD$50 per day for each visitor’s meals;
- extravagant accommodation (it is suggested that hosts take advantage of the discounts offered to the University through preferred suppliers);
- Entertainment costs payable out of CSC funds are limited to moderate expenses for meals provided to the visitor and no more than two University of Sydney staff members.

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. We suggest that you supply supporting evidence to justify the figures requested.

**Submission**

Applications can be submitted at any time to chinastudies.centre@sydney.edu.au. Applications are considered twice per annum, generally within one month of the start of each semester, except if otherwise announced. Please visit the CSC Research page for exact dates.

Those unsuccessful in initial rounds can reapply, but may wish to consider revising their applications in light of feedback issued by the committee.

**For further information, please contact CSC at chinastudies.centre@sydney.edu.au or +61 2 9114 0837.**