**Introduction**

The Key Technology Partnership Visiting Fellow (KTP-VF) Program at UTS provides opportunity and support for international researchers to work collaboratively at UTS. The researcher nominated must be a high-quality scholar or leader in their field and their visit must be of significant benefit to UTS and the KTP strategy. The institution that the Visiting Fellow comes from must be one of UTS’s Key Technology Partners. Please check the following link for the full list of our KTPs: [UTS’s KTPs](http://www.uts.edu.au/partners-and-community/initiatives/internationalisation/key-technology-partnership-program/ktp).

**Application deadline**

Applications for the main round in 2016 must be submitted by **Friday, 20 November 2015** for proposed visits in 2016.

**Duration of stay**

Appointments are generally expected to be two to four weeks in duration. If funding is sought for a period shorter or longer than this, a clear explanation should be included with the proposed visit time.

**Funding**

Scholars will be provided with up to AU$10,000 (depending on overall actual costs and length of stay) towards travel, accommodation and living expenses incurred during the stay. A stipend or salary will not form part of this scheme, in accordance with Australian visa requirements.

Once an amount has been approved by the DVC (Research) through the KTP Program, funds will be transferred to and managed by UTS International Finance Team, with support from the KTP Team. The hosting unit may also agree to provide additional funding for actual expenses (not remuneration), provided that they do so in accordance with Australian Tax Office (ATO) and visa guidelines. Such funding must be approved by the relevant Faculty Dean.

The UTS Host Academics are responsible for arranging a suitable work space and access to facilities for the Visiting Fellows during their stay.

* Visitors will be reimbursed for travel expenses (airfares, accommodation and daily living expenses) for the duration of the visit to UTS to the maximum amounts outlined in the KTP-VF form and according to the KTP-VF guidelines
* Visitors can only claim the cost of their accommodation and living expenses at the end of the visit. Please note that receipts for all claims are required
* The final payment will be transferred once the KTP Visiting Fellow Follow-up Plan has been submitted to the KTP Team
* Other Faculty funds (if being provided by the host Faculty or Research Strength) may be used for activities related to the visit, such as room hire or catering for seminars

Where additional funds have been approved by the Faculty or Research Strength, arrangements for the use of those funds must be negotiated with the Faculty/Strength. It is important that the maximum allocations to each of the above categories (from all approved funding sources) be confirmed with Human Resources and the KTP Team following approval of the nomination, and revised where the total amount of approved funds is different from the amounts requested. The offer of this Honorary Appointment cannot be made until these amounts are confirmed.

**Activities during the visit**

UTS is pleased to welcome visiting academics to engage in and enrich our research and teaching programs through their ideas and experiences. UTS also recognises and supports the professional development opportunities that such exchanges provide.

In order to ensure UTS captures the achievements and opportunities provided by the program, we would ask that the Follow-up Plan document be completed by the end of the visit.

**KTP Visiting Fellow Program Objectives**

The mission of the Visiting Fellow Program is to increase the capacity of researchers at UTS and at our KTPs and to enable staff and student mobility with our Key Technology Partners.

The tangible outcomes that the KTP-VF Program aims to facilitate for participating academics are:

* Develop joint publications
* Identify sources of external funding and develop plans to obtain funding
* Widen the scope of collaboration with other academics at UTS & KTPs
* Identify possibilities for joint supervision of doctoral candidates
* Engage with UTS community via presentations, seminars and meetings
* Develop a 12-24 month plan of engagement and collaborative work, including joint research supervision and potential grant applications in Australia and/or overseas

The KTP team provides support to the host academics and visiting fellows before, during and after the visit. Our goal is to enable productive research collaboration.

**Logistics and Administrative Support**

* Establish contact with academic counterparts at KTPs
* Liaise with UTS Human Resources for invitation letter
* Book accommodation
* Identify possible sources of external funding for research projects
* Liaise with UTSI Financial Officer for reimbursements

**Arranging Meetings**

* Planning and follow-up meetings
* RIO (funding sources) and GRS (supervision of PhD students)
* Meetings/video conferences with other academics prior, during or post-visit

**Australian visa**

It is a condition of accepting a KTP Visiting Fellow position that the visiting scholar obtains the appropriate visa to visit Australia. UTS Human Resources will provide a letter of appointment which provides information on obtaining a visa. It is the responsibility of the visiting scholar to apply for an appropriate visa, including planning appropriately for the time it will take in the scholar’s home country for the visa application to be processed. Please note a Tourist Visa is not an appropriate visa to visit UTS.

**Delays in visits**

Visits are generally expected to take place at the time indicated in the application. Short, unavoidable delays of up to two months are permitted, provided notification is given to the KTP Team. Visits which have not taken place within two months of the originally-indicated date will have funding withdrawn. Should the applicants subsequently wish to reschedule the visit, a new application must be submitted to the KTP Team for assessment and processing.

This application form should be accompanied by the Visiting Fellow’s CV. Neither the application form nor the CV must be longer than three pages.

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| Scholar’s details |
| Name (incl. title): |  |
| Position: |  |
| Institution: |  |
| Address: |  |
| Work phone: |  |
| Email: |  |
| Date of Birth:  |  |
| UTS host details |
| Hosting Academic Unit: |  |
| Hosting Academic (name): |  |
| Contact Details: | Phone ext.: | Email:  |
| Topic of Research Collaboration: |  |
| Which UTS Research Strength area(s) does this application primarily relate to? |  |

Appointment details

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| **1.** Please indicate details of appointment. |
| **Proposed dates of visit:**(2- 4 weeks duration) | Date from: Date to:  |
| **KTP Funding Requested:** | KTP-VF scheme | Faculty/Research Strength |
| AirfaresAccommodation *(max $246 per day)\**Living expenses*(incl. food and incidentals – max $150.80 per day)\**Other *(to be retained by host unit, e.g. catering costs for seminars)* | $$$$ | $$$$ |
| Total funding sought: | $ | $ |
| Amount approved (if different from Total)*(to be completed by DVC(I&D) and Dean/Director)* | $ | $ |

*\* The Australian Taxation Office (ATO) sets the allowable daily limits, according to salary levels. The figures in this table are based on a salary range of AUD $115,451-$205,300. Please check the information at* [*TD 2015/14*](http://law.ato.gov.au/atolaw/view.htm?docid=TXD/TD201514/NAT/ATO/00001&PiT=20150729000001) *in the event that the Scholar’s equivalent salary lies outside this range.*

Please respond to each section clearly and succinctly, providing a written case in support of the Scholar.

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| **2.** A brief summary of the Scholar’s research career and achievements. |
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| **3.** A brief outline of the proposed activities / research program to be conducted while at UTS and the subsequent 12-18 months. |
| **Activity** | **Approximate number** | **Comment** |
| Joint academic publications |  |  |
| Joint research grant funding |  | *Please include the names of any funding sources already identified and/or current funding applications*  |
| Joint supervision of Higher Degree Research Students |  | *Please include the names of any already-identified HDR students to be co-supervised*  |
| Development of connections with other academics at UTS or KTP, especially early and mid-career researchers |  | *Please include the names and Faculties of all academics who will be included in this collaboration*  |
| Seminars, Workshops or Meetings |  | *Please include the topics and audience(s)* |
| Any further information about the proposed activities you wish to provide:  |

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| **4.** A rationale of the benefit of the Scholar’s visit to UTS and the host academic unit, and how the visit will further the UTS research strategy. |
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| **5.** Previous Applications  |
| Please indicate if the Visiting Fellow or Host Academic has submitted an application to participate in a KTP Visiting Fellow Program in the past | Yes | No |
| If so, was the application successful? | Yes | No | Date |
| Please list the activities & outcomes achieved if the Visiting Fellow or Host Academic participated in a KTP Visiting Fellow Program in the past:  |

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| AuthorisationsNB Authorisation by the DVC (Research) is not required at the time the application is submitted.  |
| Proposed by: |  |  |
|  | UTS Host Academic |  |
|  |  |  |
|  | Signature | Date: |
| Endorsed by: |  |  |
|  | UTS Faculty Dean/Director |  |
|  |  |  |
|  | Signature | Date: |
| Approved by: |  |  |
|  | UTS DVC (Research) | Date: |

Please submit one electronic and one hard copy of this application to Fiona Chan, Strategic Partnerships Officer - (CB01.03A). Tel: +61 2 9514 7517 Email: fiona.chan@uts.edu.au