



Exeter – UBCO Sustainability & Resilience Partnership

Professional Staff Exchange Program – APPLICATION GUIDELINES

Background

Exeter and UBC Okanagan (UBCO) have developed a growing number of collaborations advancing mutual interests in teaching, research, and public service through formal agreements and joint funding mechanisms dating back to 2017. The next phase of collaborative engagement will be focused on some of our shared strategic priorities. The collaboration will operate under the banner of the [Exeter - UBCO Sustainability & Resilience Partnership](#).

Both Universities are home to world-leading academics taking interdisciplinary approaches to tackle the major challenges of our age; building resilience and looking for solutions to the challenges presented by climate, environmental, and social changes. The Exeter – UBCO Sustainability & Resilience Partnership aims to generate exceptional research and teaching; to connect our talented researchers, educators, and higher education professionals in efforts to solve problems particular to our regional contexts. The approach will recognize the excellent foundations and existing linkages shared between Exeter and UBCO faculty, and give fresh focus through 3 Key Thematic focus areas:

- 1. Adaption to Climate and Ecological Change:** Bringing together expertise from engineers, climate scientists, ecologists, environmental humanities, and policymakers to explore solutions to the climate crisis and build resilience in our communities.
- 2. Innovative Health Initiatives:** Encouraging interdisciplinary approaches that impact positively on human health & performance, focusing on the needs of our regional communities, building outstanding health education together, and catalyzing new research.
- 3. Enhancing Social Justice:** Combining the unique perspectives of Exeter and UBCO faculty / staff to lead progress to create a fairer, socially just, and inclusive society. We will seek to work in partnership with our local communities to structure our research, creative, and education initiatives together, delivering positive impact for the places where we are situated.

Through the Professional Staff Exchange Program, we aim to support one UBCO staff member per year to spend a short period at Exeter, and one Exeter staff member per year to spend a short period at UBCO. A short period is considered 2 weeks or less.

The **2024/25 Professional Staff Exchange Program** is now open for applications, with a closing date of **16th December 2024**.

Objectives

The Professional Staff Exchange program will provide professional development opportunities help share best practice and experience between colleagues at the University of British Columbia and the University of Exeter. The key aim of the Professional Staff Exchange Program is to develop and expand relationships between Exeter and UBCO. In this round, we welcome applications from any professional staff at Exeter and at UBC to undertake a staff fellowship at the partner institution in one of the following areas:

- International research program development
- Development of sustainable research facilities



- International student recruitment
- Interdisciplinary education and curriculum development

[Funding details](#)

Applications up to a maximum **CAD \$7000 / GBP £4000** are invited.

Funding will be provided to the lead applicant who will be work with the Programs Manager and the Finance team to spend the budget according to the program requirements.

If successful, the applicant will remain an employee of the home institution across the full duration of the exchange at the host partner, and the salary rate will continue unchanged across the full duration of the exchange.

The successful applicant will not be considered a member or employee of the host partner at any point during the Fellowship, though they may be granted access to resources such as IT facilities, office premises and staff services, including wellbeing and accommodation support.

Awardees must utilize the funds and complete their exchange by the end of July 2025. Funds that are not utilized within the specified period will be returned to their source.

All funded exchanges will be promoted via the websites of each University.

[Eligibility Criteria](#)

The Professional Staff Exchange Program is open to the whole staff community at Exeter and UBCO.

Eligible costs include:

- travel and subsistence costs (meals and accommodation) for the faculty
- air travel, which must be claimed at the most economical rate available
- travel cancellation insurance and seat reservation charges accommodations
- travel health insurance for the staff if they do not receive any such benefits from their institution and/or other source
- safety-related expenses for field work, such as protective gear, immunizations, etc.;
- entry visa fees when required for the purpose of the exchange;
- childcare expenses while a chairholder who is a nursing mother or single parent is travelling:
 - the eligible cost for a single parent is limited to overnight childcare costs incurred while the chairholder is travelling;
 - the eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of childcare and airfare if applicable

The following items are not eligible for funding under this scheme:

- salaries and benefits
- third-party travel costs
- publication costs
- student fees / tuition
- student stipends for activities directly related to the exchange
- meeting, venue and catering costs at host institution



- indirect costs, estates/capital costs and overheads associated with internal research facilities
- commuting costs of the faculty or research team between their residence and place of employment, or between two places of employment
- passport and immigration fees
- reimbursement for airfare purchased with personal frequent flyer points programs

Application Process

Applicants will need to complete the Professional Staff Exchange Programs application. The call for applications opens on **November 4th 2024** and must be submitted by **16th December 2024**.

Identical copies of the application should be submitted to both institutions at the below email addresses by the application deadline.

Exeter: GP-Funding@exeter.ac.uk

UBCO: vprawards.ubco@ubc.ca

Applications will be jointly assessed by a panel of senior administrator and key academic leads for the partnership. Lead applicants will be notified within the specified timeframe (see Key Dates).

Key Dates

Date	Activity
November 4, 2024	Calls for applications issued
December 16, 2024	Application deadline
February 3, 2025	Applicants notified of outcome
February 3, 2025	Earliest Project start date
July 31, 2025	Latest Project end date (complete exchange and all expenditure)
1 month after exchange	Post-project report submission deadline

Assessment Criteria

You will be asked to provide details in your application how your proposed Fellowship will:

- Facilitate sharing of best practice and experience in your field between the two institutions
- Enhance processes and activities at UBC Okanagan
- Provide professional development opportunities
- Align with the How We Will Work pillars of the University of Exeter Strategy, including Collaboratively, Sustainably and Digitally
- Align with the University of British Columbia Strategic Plan 2018-2028, including Inclusion, Collaboration and Innovation.

Applications will be assessed via a competitive selection process based on the following criteria:

- **Strategic Fit - Aims and Objectives:**



- Potential to share best practice and experience in the field between the two institutions
- Potential for professional development
- Alignment with the strategic plan of the Home Institution
- **Quality of the plan – Purpose of the Visit; Timetable of meetings, activities, and events:**
 - Strength of the case made / scope of work; Timeliness of the visit
 - Suitability of the applicant to undertake the activities described
- **Perceived value from the investment – Outcomes:**
 - Enhanced capacity to expand upon existing or newly identified areas for collaboration relating to programs and strategic partnerships
 - Contribution towards developing a personalized and world-class international student experience.

Applicants may apply to join a specific unit or team at the Host Institution for the full duration of the planned Fellowship, or to be hosted across multiple units or teams. Applicants should ensure that they have the support of their manager at their Home Institution as well as those who will be responsible for supervising their Fellowship at the Host Institution, as they will be asked to provide evidence of this support in their application.

Grant acquittal and reporting

Awardees must agree to adhere to all requirements related to the receipt of funding including deadlines and procedures for acquittal of funds and reporting on outcomes.

Awardees will have to utilize the funds for the project by the end of July 2025. Funds that are not utilized within the specified period will be withdrawn.

Within 1 month upon completion of the exchange, awardees will be required to submit a brief report outlining the successes and outcomes of the project. Report forms will be provided.

This report will be utilized for the follow up of potential opportunities, reporting on outcomes and to highlight successes of the initiative between UBCO & Exeter.

Awardees who embark on international travel are required to abide by official reporting, insurance and registration requirements as outlined in:

UBCO travel support: <https://finance.ubc.ca/expenditure-guidelines-0/travel-expenditures>

Exeter policies:

https://www.exeter.ac.uk/media/universityofexeter/governanceandcompliance/University_Travel_Policy_Jan_2024.pdf

- Funding is only provided for the activities detailed in the application, unless by prior agreement.
- Expenditure must not exceed the value of the award.
- Details of the award will be listed on the University of Exeter Global Partnerships, or the UBCO website as appropriate.
- The home institution may, from time to time, contact award holders to monitor progress and expenditure.
- A final project report and financial acquittal will need to be completed and submitted within **one month** of the visit.



How to spend the award

- **For University of Exeter staff:** Following your acceptance of the award, an internal budget code will be provided by the Global Partnerships team for spending against. Staff will be responsible for the booking/administration of their own travel, with all reservations booked via Key Travel, as the University's sole contracted provider of travel services. All travel arrangements must be in line with the [University's travel policy](#).
- **For University of British Columbia staff:** The Office of the Vice-Principal Research and Innovation will provide successful applicants a program code that will need to be used to submit expense claims through Workday according to [UBC's travel policy](#).

Making contact with the Host Institution

If you are interested in making an application for a UBCO PS Fellowship, but you require support in making contact with potential host units or directorates at the Host Institution, Exeter staff should please contact GP-Funding@exeter.ac.uk and UBCO staff should please contact vprawards.ubco@ubc.ca for advice, and we will be happy to assist.

Support with setting up

You can seek advice from the Host Partner on matters of accommodation in either the Kelowna or Exeter areas, but please note that the Host Institutions cannot secure your accommodation for you, and do not have visiting staff housing available on campus. You may consider short-let apartments or hotels, and the Host Institution can advise on locations and travel time to and from campus.

In drafting your budget, please provide examples of actual costs whether for accommodation, local transport and international travel. There is no fixed duration for UBCO PS Fellowships, but it is suggested that, in order to keep within the maximum budget, your Fellowship should last between one and two weeks.

Please contact the Host Institution if you have any questions on IT resources that might be available to you, access to physical office space and staff support while you are on your Fellowship. Please note that the expectation would be that you are physically engaged at the Host Institution campus for the duration of your Fellowship and embedded with staff members at the Host Institution, and you are not expected to work remotely for the Host Institution while on your Fellowship.

In your application, you'll be asked to confirm that you have the support of your Line Manager and Head of your Professional Services Unit or Division to undertake this Fellowship. While you are on your Fellowship, you will not be expected to maintain your working responsibilities at your home institution concurrently, and your Line Manager will be expected to manage and temporarily reallocate any responsibilities while you are on your Fellowship.

Upon completing your Fellowship, you will be asked to complete a brief Narrative and Expenditure Report outlining your activities and costs incurred throughout your Fellowship. You will also be asked to be available during future rounds of the UBCO PS Fellowship to share your experiences and advice with prospective applicants.

Contacts

Please consult your home institution contacts if you would like any additional information.



THE UNIVERSITY
OF BRITISH COLUMBIA



University
of Exeter

Exeter: Stuart Westhead (Global Partnerships Regional Head – North America & Europe)
S.westhead@exeter.ac.uk; **Global Partnerships** GP-Funding@exeter.ac.uk

UBCO: Karis Shearer (Associate Vice-Principal Research and Innovation) karis.shearer@ubc.ca; **ORI Strategic Initiatives Team** vprawards.ubco@ubc.ca