FAQs : Awareness Collaborative Research Exchange

Does the exchange have to relate to self-awareness in autonomic systems?
Yes! However, you don’t necessarily need to be already established as a researcher in this field. For example, you might be a mathematician and have some ideas about applying your research to self-aware systems. You might be a computer scientist who wants to move into the field and wishes to establish a collaboration to kick-start an idea. You might be from industry and want to establish links with an academic group who can provide input to your business. You may be well-established as a researcher in the field but want to expand your ideas by collaborating with researchers from an completely different discipline, or working in an academic group in another country.

What kind of visits are covered and of what length? Who can be involved?
Visits and research exchanges can take place between those working in educational or research institutions, or in companies including SMEs. The key emphasis is on cross-disciplinarity, trying to encourage cross-fertilisation between disciplines by those who have traditionally not worked closely together. You are expected to identify some useful output resulting from the exchange.

The length of visit can range from several days to several weeks, but generally 3-8 days is the expected average. Exchanges can be flexible in time and location, and they are not limited to members of the European Union.

For example, you might wish to invite a research expert from the another country to your research group, or consider initiating an RKT partnership with a particular company engaged in research pertinent to research areas covered by self-awareness in autonomic systems. Researchers working the Awareness projects may want to exchange project methodologies or results and would benefit from collaborating together.

What is meant by match-funding?
Match funding means that you must provide some funding yourself as contribution to the total expected costs of your visit. Awareness can fund up to 50% of the total costs, and match what you are able to provide yourself (from your own organisation or from another, eg the host organisation). Your application should include letters from your own organisation and also the host organisation supporting your visit and confirming their contributions. Sometimes support is given “in-kind” meaning that somebody is contributing to the cost of the visit but not explicitly providing funds, e.g. providing free accommodation. Since receipts are required for reimbursements of costs, it is usually easier to have one organisation cover the travel costs, another organisation cover the accommodation costs, and a third organisation pay for local travel, meals, airport taxis. This is only a suggestion and you can specify your own cost-split preferences in your application.

What sort of things are funded?
Awareness can reimburse travel, accommodation, subsistence and local costs, but only actually-incurred costs up to the total amount agreed before your visit. This means that, after you return from the exchange, the Awareness Project Manager will send you a claim form to reimburse your costs to the agreed amount. Receipts are required and payments will be remitted by bank transfer in your own currency. Advance payments cannot be made, all costs are reimbursed retrospectively against authenticated receipts.
I’ve got a paper accepted at a conference. Can I apply for funding to go there?
Generally we do not support applications to attend conferences or workshops, whether or not a paper is being presented. The funding is meant to cover collaborative meetings where both parties can benefit from the exchange by working together over a period of time (generally a few days). A tangible output is expected to be produced directly as a result of the exchange.

What costs are excluded or will not be paid?
Awareness cannot pay salary costs to cover either temporary replacements or the time spent on the visit/exchange. The objective of this exchange scheme is to facilitate new collaboration between researchers. In keeping with EC regulations, travel claims for meetings organised to prepare new EC grant proposals are not allowed.

What is the available amount of funding?
A call for applications is made every six months and there are five calls with deadlines in Mar 2011, Sept 2011, Mar 2012, Sept 2012, Mar 2013. Each call has €7,500 available for distribution. Applications are judged competitively and funds allocated according to which best match the criteria. This competitive selection process is overseen by the Executive Committee of the Coordination Action (Awareness) and managed by the Project Manager.

What are the criteria for assessment of applications?
Applications will be judged against the following criteria:
- Inter-disciplinarity of proposed exchange
- Novelty of research topic/collaboration
- Proposed output of exchange
- Availability of matched funding
- Value for money

When is the deadline for submitting an application?

How do I apply for the Awareness collaborative research exchange funding?
1. Make sure you as the applicant, and also your collaboration partners, are members of the Awareness research community. Registration is easy and free and you will automatically become members when you apply for research funding. Anyone can join at www.aware-project.eu

2. Complete an application form and prepare these accompanying documents:
   - a short letter from your OWN organisation supporting the visit and confirming what financial support they are providing
   - a short letter from your HOST organisation supporting the visit and confirming what financial support they are providing

3. Send these documents to the Awareness Project Manager (j.willies-at-napier.ac.uk), or by fax (+ 44 (0) 870 836 2345), or by post (Jennifer Willies, School of Computing, Edinburgh Napier University, 10 Colinton Road, Edinburgh EH10 5DT, UK)

What do I do if my application is successful?
You will be contacted by the Awareness Project Manager about your application and if approved, you organise your own visit. After returning from your trip, you should advise the
Awareness Project Manager who will send you three things to complete, and please aim to do this within six weeks.

You should complete

1. A **reimbursement claim form** itemising your costs and including your bank account details. This claim form is personal to you so that funds can be sent by bank transfer directly to your account in your own currency. You will need to send your original receipts (scans by email, or by fax, or by post). Please note that credit card slips do not count as receipts, FULL receipts are needed so ensure that these are retained.

2. An **exchange evaluation form** which should summarise the main outcomes of the exchange, defining how the collaboration might continue. The aim of this form is to justify for any future audit how the funds were used for the purpose outlined in your application.

3. A **short article** (800-1200 words), suitable for reading by a general audience, describing your visit/exchange and its benefits. Photographs and other graphical material are particularly welcome. Your article will be posted on the Awareness website to inform a wider audience and to encourage additional visits/exchanges. Please acknowledge Awareness support in any publication arising from the visit, and feel free to contact the Awareness Project Manager to advise of publications or future research work resulting from the exchange.