



Universidad de  
**los Andes**



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND

# Universidad de los Andes & University of Auckland

Public Engagement with Research Fund

## TECHNICAL GUIDELINES

2025



Bidirectional  
Commitment  
in Innovation





## Technical Guidelines

### Universidad de los Andes & University of Auckland Public Engagement with Research Fund

#### 1.- OBJECTIVES AND SCOPE

As part of the Memorandum of Understanding (MOU) between the University of Auckland (UoA) and Universidad de los Andes (UANDES) and driven by the BiCI (Bidirectional Commitment in Innovation) initiative ([www.uandes.cl/bici](http://www.uandes.cl/bici)), the Public Engagement with Research Fund was established as a collaborative funding mechanism aimed at fostering Societally Engaged Research and Development (I+Dc).

This fund supports projects led by research teams composed of members from both universities, including their academic units, research centres and university clinics.

The collaboration is facilitated through both universities' Research & Innovation Offices, ensuring strategic alignment and institutional support.

Operationally, this fund brings together the BiCI Fund (UANDES), which finances activities related to public engagement with research, and the Global Research Engagement Fund (UoA), which supports the development of international research networks and collaboration.

By funding joint projects, the fund aims to build collaborative networks between UANDES and UoA, enabling researcher mobility, exchange of knowledge and best practices, leading to the co-development of research and innovation outputs that integrate both institutions' perspectives, capabilities, and expertise. Through this initiative, UANDES and UoA aim to generate meaningful social impact through science and innovation, ensuring that research outcomes contribute to addressing societal challenges.

## **2.-PUBLIC ENGAGEMENT WITH RESEARCH CONCEPT**

Public Engagement with Research is defined as a bidirectional process in which academics engage in dialogue, understand, and collaborate with their relevant environment within the framework of R&D initiatives, ensuring that their outcomes contribute to society. Public Engagement with Research is put into practice through co-creation spaces, where mutual learning emerges, and joint initiatives are developed to generate effective solutions to real-world challenges faced by different groups within society.

Innovation based on Public Engagement with Research has great potential to create meaningful societal impact, as stakeholders are involved from the early stages, contributing, assessing, and ultimately taking ownership of the results.

The relevant environment includes a broad spectrum of stakeholders, including industry, policymakers, the public sector, students, civil society organizations, national and international academic actors, and the general community.

## **3.- PURPOSE OF THE FUND**

The fund aims to foster collaboration between both universities, to enhance public engagement with research, strengthen international research networks, improve scientific outcomes, and increase societal impact.

## **4.- FUND OBJECTIVES**

- Establish and strengthen collaborative networks between the UoA and UANDES, enabling the exchange of best practices in Public Engagement and fostering interdisciplinary collaboration, enhancing scientific research's quality and impact.
- Identify and address needs or opportunities of mutual interest in Chile and New Zealand by supporting the collaborative development of Public Engagement with Research projects.
- Develop research outcomes through participatory processes with high potential for innovation, knowledge transfer, technology transfer, and societal impact.

- Lay the groundwork for joint applications to larger-scale global funding and research/innovation initiatives by advancing knowledge generation and establishing long-term collaborative networks between both universities.

## **5.- THEMATIC FOCUS OF PROPOSALS**

- Proposals submitted to the UANDES & UoA Public Engagement with Research Fund may originate from all areas of knowledge that are actively researched at either of the participating universities, including the sciences, social sciences and humanities.
- Projects should encourage interdisciplinary collaboration, establishing complementary partnerships between experts from different disciplines within each university.
- Research must address topics of interest to both countries or ensure that its results could have an impact in the future on social sectors or its stakeholders in both nations.

## **6.- APPLICANT TEAM REQUIREMENTS**

- ✓ The project team must include at least two Principal Investigators (PI) from UANDES (including its Clinics) and at least one from the UoA. One of the PI must be designated as the Project Director. A PI from the partner university must assume the role of Deputy Director.
- ✓ The project team must allocate the following roles: Project Director, Deputy Director, and an Engagement Lead. The Engagement Lead may also serve as Deputy Director if applicable.
- ✓ To be eligible to apply, no team members should have any outstanding administrative issues related to previous projects (whether internally or externally funded), such as pending financial reports or submission of progress reports.
- ✓ The designated lead from each institution should provide an endorsement from their Head of Department/Academic unit or Dean.
- ✓ The Project Director must dedicate at least four hours per week to the project.
- ✓ Both the director and the alternate director must have a current employment contract, including a research component, with their respective university. Staff on fixed-term or part-time contracts can apply if their contract duration is sufficient to complete the proposed activity and their total appointment is at least 0.2 FTE (Full Time Equivalent).



- ✓ The team may include the hiring of other researchers, students, and/or professionals.
- ✓ Interdisciplinarity within the team, as well as the inclusion of undergraduate and postgraduate students in the project teams, will be positively evaluated.
- ✓ Each Project Director can participate in a maximum of two applications but only in one as the Project Director.

## 7.-PROPOSAL REQUIREMENTS:

- Proposals must prioritise the creation and strengthening of international research networks between UANDES and the UoA, centred around a jointly identified problem or opportunity (Section 5). These collaborations should generate the foundations for the preparation of joint applications to larger-scale global research initiatives, while also supporting the development of long-term partnerships between both institutions. To support this objective, the proposal may include research stays or technology missions from Chile to New Zealand and/or from New Zealand to Chile, focusing on key project objectives or activities.
- In addition to the formation of networks, the project must carry out early-stage research and engagement activities that generate scientific or technological evidence related to the identified problem or opportunity. These may include gathering and analysing relevant data, exploring technical alternatives or approaches to address the identified challenge, designing a preliminary solution based on prior evidence, conducting small-scale proof of concept studies, validating components or technologies in the partner country, carrying out feasibility studies, testing new methodologies, among others.
- The proposal must identify relevant non-academic stakeholders, end-users, or interest groups connected to the issue or opportunity being addressed. It should demonstrate engagement **with at least one of these groups** in the context of the research—whether during the diagnostic phase, the development or validation of the solution, or in discussions about potential scaling or transfer. Other universities or R&D centres will not be considered part of these groups.
- Projects must include, as one of their specific objectives, the dissemination of both the process and the project results.

- The proposal may also include formally associated third parties—such as companies, institutions, or social organisations<sup>1</sup>—that are part of the identified stakeholder groups. These entities must demonstrate their commitment through a letter of support. While the inclusion of associated third parties is not mandatory, it will be positively evaluated.

## 8.- EXPECTED OUTCOMES:

The main expected outcome of each funded project is:

- **Collaborative Project Proposal for Future Funding:** Each project must produce a deliverable titled ‘Collaborative Project Proposal for Future Funding’. This involves the joint development—with guidance from their respective Research & Innovation Offices—of a proposal for a larger-scale funding opportunity. Potential sources include, but are not limited to, Horizon Europe, the Wellcome Trust, or similar international or domestic programs.

In addition to this central outcome, funded projects are also expected to achieve and demonstrate the following:

- **Collaborative Networks:** Establish and strengthen collaborative networks between researchers and students from the UoA and UANDES.
- **Capacity Building in Public Engagement:** Promote the development of public engagement with research skills among researchers and students from both institutions.
- **Co-created Knowledge and Innovation:** Generate scientific/technological knowledge and outputs<sup>2</sup> that are co-created through collaboration between academic researchers and experiential experts.
- **Positive Community Impact:** Deliver tangible benefits for the communities or stakeholder groups involved in the project, such as improved understanding of research topics, increased trust in academic institutions, empowerment

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<sup>1</sup> Universities or research centres will not be considered third-party associates. Participation of researchers from these institutions should be included as part of the project team.

<sup>2</sup> e.g., scientific publications, white papers, grey papers (including policy briefs), technical manuals, prototypes, models, methods or processes, patent applications, copyrights, trademarks, industrial designs, utility models, software, proof of concept validations.

through participation, strengthened local networks, and more effective, relevant solutions based on community input and lived experience.

- **Dissemination Outputs:** Dissemination outputs that showcase the collaborative networks established between UANDES and UoA, as well as the scientific, technological or innovation outcomes generated through the project—demonstrating their relevance and potential impact—and that illustrate how public engagement enriched these results.

## 9.- GENERAL CONTENTS OF THE PROPOSAL

In general terms, the proposal must include:

### A) Project information

- Project title
- Project team: Project Director, Deputy Director, Engagement Lead, other roles (if applicable)

### B) Institutional support

- Information on associated entities and letters of support
- Letter of support from the Project Director's Head of Department or Dean

### C) Project description

- Problem or opportunity addressed and its relevance in both countries
- Research approach and supporting evidence
- Justification for establishing the UANDES–UoA collaboration
- Identification of stakeholder(s) to be engaged in the project and justification of their inclusion.
- General and specific objectives of the project (maximum 5)
- Contribution of these objectives to the future project proposal

### C) Methodology and work plan

- Work methodology
- Work Plan: expected results, activities, and indicators

### F) Budget by item

## 10.- APPLICATION PROCESS

### I.- Early Ideas Stage:

Researchers wishing to participate in the programme will complete an Intention to Submit and Partner Matching Form. They will be asked to indicate the general research topic they wish to collaborate on, the disciplinary areas involved, and whether they require assistance in finding partners from the other university.

It is possible to search for disciplinary areas covered by the UoA and researcher profiles at:

- ✓ Research by Faculty: <https://www.auckland.ac.nz/en/research/research-by-faculty.html>
- ✓ Research Institutes and Centres: <https://www.auckland.ac.nz/en/research/research-institutes-and-centres.html>

Similarly, you can search for disciplinary areas and researchers at the UANDES at:

- ✓ Centres and Faculties: <https://investigadores.uandes.cl/es/organisations/>

Link to Intention to Submit and Partner Matching form:  
<https://forms.office.com/r/q3iCpxQpnn>

### II.- Partner Match Support:

If support for finding a partner was requested in the expression of interest form, the Collaboration Facilitators from each university will work with the research team to identify potential collaborators within the programme cohort.

### III.- Introductory Meeting

Once potential collaborators are identified, an initial meeting will be arranged between the researchers from both universities to get to know each other, evaluate the feasibility of collaboration, and make agreements regarding the project.

### IV.-Final Proposal Submission

Applicant teams will jointly develop their project and submit the complete proposal within the established deadline. The proposal must be submitted using the official proposal template, available for download at the following link:

<https://www.uandes.cl/proyecto-bici/concursos-bici-abiertos/>



The proposal must be submitted via email to both of the following addresses:

✉ International.Research@auckland.ac.nz

✉ migonzalezm@uandes.cl

Please use the subject line: 'Public Engagement with Research Fund'.

In addition, the UoA team must submit an extract of the complete project proposal to the Global Research Engagement Fund (GREF), following their guidelines and using their official template, to comply with UoA's internal requirements (see Section 13 for networking component details).

This form, guidelines and evaluation criteria can be downloaded here:

<https://research-hub.auckland.ac.nz/research-project-management/identify-explore-and-create-opportunities/internal-funding/global-research-engagement-fund-gref>

The GREF application deadline for this year is detailed in Section 16. Please note that the GREF submission should be made a few days before the collaborative fund proposal deadline.

## **11.- ELIGIBILITY CRITERIA**

The following aspects will be reviewed upon submission. Failure to meet one or more of these criteria will result in the project being deemed inadmissible:

- To be submitted by a researcher employed by one of the partner universities who meets the requirements outlined in Section 6.
- Meet the minimum team requirements established in Section 6.
- Submit all documentation related to the proposals: proposal form, Excel sheet (Gantt chart, indicators, and budget), letter of support from the Head of the Department/Dean, and partner letters (if applicable).

Comply with the budget limit established for each funding university, as well as with the budget items specified in Section 13.

## 12.- EVALUATION PANEL AND CRITERIA

The projects will first be pre-selected based on those that meet the **GREF fund's assessment criteria** (based on the review of the application made by the Auckland team to the fund, see section 10). Projects that meet these minimum criteria will then move on to evaluation according to the **UANDES-UoA fund's assessment criteria**.

The proposals will be evaluated by technical experts in the subject matter and public engagement specialists associated with the UoA, UANDES, and the University of Bristol. The evaluation will follow a set of guidelines based on the following criteria and weightings:

CRITERIA	Technical expert	Public engagement expert
<ul style="list-style-type: none"> <li>Team's capabilities and interdisciplinarity. Inclusion of students in the team.</li> </ul>	15%	-
<ul style="list-style-type: none"> <li>Justification of the relevance and current significance of the problem/opportunity for both countries.</li> </ul>	20%	15%
<ul style="list-style-type: none"> <li>Justification of international collaboration</li> </ul>	15%	15%
<ul style="list-style-type: none"> <li>Strength of the research or development approach<sup>3</sup></li> </ul>	25%	10%
<ul style="list-style-type: none"> <li>Target groups and public engagement justification</li> <li>Integration of community engagement aspects across different sections of the proposal (methodology, plan, indicators, budget)</li> </ul>	- -	25% 20%
<ul style="list-style-type: none"> <li>Contributions to the proposal from third parties (companies, institutions, social organizations, etc.).</li> </ul>	5% 10%	5% 10%

<sup>3</sup> Based on the justification of the research activity, the suitability of the methodology, the feasibility of the plan within the available time and resources, and the proposal's level of innovation or originality.

<ul style="list-style-type: none"> <li>Clarity in the proposal's writing and consistency between objectives, activities, expected results, and indicators.</li> </ul>		
<ul style="list-style-type: none"> <li>Budget consistency with the proposal and adequacy of the estimated costs.</li> </ul>	10%	-

Each criterion will be rated by the evaluators on a scale from 1 to 5. The scores assigned by each evaluator will be weighted according to the percentages indicated in the table and then summed to determine the final score for each evaluator. These individual scores will be averaged to obtain the final rating, which will be used to rank the projects.

The minimum score required for funding approval will be 3.5. Additionally, all evaluators must assign a score of at least 3 in each evaluation criterion for the proposal to be considered eligible for funding.

### 13.- FUNDING AND PROJECT TIMESCALES

The duration of the projects will be up to 12 months, with the option to request a maximum extension of 2 months (subject to evaluation).

The total maximum funding available per project is US\$15,000. Of this amount, the University of Auckland (UoA) will generally manage USD \$7,000, which must be used exclusively for networking activities (institutional visits, conference participation, or the organisation of joint workshops/symposia or similar events between UANDES and UoA).

Universidad de los Andes (UANDES) will manage the remaining USD \$8,000 per project, which should be used primarily for R&D activities (including public engagement activities) associated with the project, whether they take place in Chile or New Zealand.

The Lead Investigator from each university (either the Project Director or Deputy Director) will be responsible for the execution and appropriate use of the funds contributed by their respective institution. This includes ensuring compliance with internal financial regulations, overseeing expenditures, and coordinating reporting obligations related to their allocated budget.

Item	UoA eligible expenses	UANDES eligible expenses
PERSONNEL COSTS	Support staff for networking events.	Thesis students, professionals or support staff for R&D activities. No more of the 40% of the total UANDES budget
OPERATING EXPENSES	Flights <sup>4</sup> , travel meal expenses and national transportation. Materials, catering, honoraria, and external support associated with networking events.	Materials, consumables, low-value equipment (under USD 150) <sup>5</sup> , national transportation, consulting fees, outsourcing costs, publications, scientific events, catering for public engagement activities <sup>6</sup> , subscription to platforms, software.
INTELLECTUAL PROPERTY PROTECTION	-	Copyright and/or industrial properties cost

Projects may apply with financial or non-financial contributions from associated third parties to complement UANDES' funding. These contributions must be documented through formal letters at the time of submission.

Ineligible expenses for both universities:

- Payments to researchers or professionals employed by either of the two universities
- Payment of basic utility bills (internet, electricity, gas, others).
- Expenses for fuel for private vehicles or the use of mobile transport applications (e.g., Uber, Cabify) are not eligible. Only formal transportation company expenses will be accepted.
- Entertainment activities (eg. Tours)
- Sponsorship of events

<sup>4</sup> Economy class fare only

<sup>5</sup> Items under 3 UTM (Monthly Tax Unit) are considered operating expenses (non-inventoriable).  
1 UTM ≈ USD73,3 (June 2025).

<sup>6</sup> The direct purchase of food and beverages is not allowed under UANDES expenses.

#### **14.- AWARDING PROCESS AND AGREEMENT**

Both universities' Research and Innovation Offices will inform applicants of the awarded projects after evaluations are received and organised. These Offices may fully or partially fund proposals, request adjustments, or declare the call void if no proposal meets the minimum score for funding.

The Project Director can accept or decline the funding and its conditions. Once accepted, the lead investigator from each institution will be provided with an internal funding agreement corresponding to the amount contributed by their respective university.

#### **15.- COMMITMENTS OF THE PROJECT TEAMS**

Once the project has been awarded and the funding agreement has been signed, the project team commits to:

- Within 30 days of the project being awarded, a Pre-Invention Disclosure must be submitted. This is a mandatory step to assess whether an intellectual property (IP) protection strategy is applicable to the project's results and to determine the most appropriate approach. The pre-disclosure must be completed via the online form available at: <https://forms.gle/arSckg1kGffuAXM59>
- Within 30 days of project awarding, an ethics review must be requested from the UANDES and UoA Ethics Committees to ensure compliance with scientific regulations and standards. The issuance date of both certificates will mark the formal start of the project and will be recorded as an annex to the funding agreements.
- At least the Project Director and Alternate Director must complete, within the first two months of project execution, the Public Engagement course that will be made available by the UANDES Innovation Office.
- During the first month of execution, the project team must develop a Public Engagement Plan with the support of the Innovation Office at Universidad de los Andes. The plan will cover the process from the verification of the prioritized stakeholders—ensuring their relevance to the project's objectives—through to the definition of outcome indicators to assess the quality of the engagement.



- Participate in activities within the BiCI Fund framework (seminars, meetings, outreach activities, among others), with prior notice and coordination with the UANDES Innovation Office.

## 16.- APPLICATION PROCESS AND DEADLINES

All application documents can be found at <https://www.uandes.cl/proyecto-bici/concursos-bici-abiertos/> and requested via [International.Research@Auckland.ac.nz](mailto:International.Research@Auckland.ac.nz)

- Notify of Intention to Submit (early ideas): from June 3 to June 24, 2025
- Period of matchmaking (supported by Research & Innovation Offices): until July 22, 2025
- Q&A phase: from June 3 to August 28, 2025
- Full Proposal Submission Deadline: August 30, 2025
- Projects evaluation: from September 1 to October 3, 2025
- Award notify: October 9, 2025
- Projects start from the moment both Ethics Committee approvals have been submitted (if required)

Awarded projects will be announced by email and published on the aforementioned website.

### **\*Global Research Engagement Fund (GREF) deadlines**

Notify of Intention to Submit: August 22, 2025

Final Application Submission Date: August 29, 2025

## 17. - ACCEPTANCE OF THE GUIDELINES

By submitting a project to this call, applicants are deemed to have read and fully accepted the terms and conditions of these guidelines for all applicable purposes.

Note. For technical or administrative inquiries regarding the application process for the Fund, please contact Isabel González (Chile), BiCI project coordinator, at



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