

# Future Industries Accelerator

## Mobility Scheme

### GUIDELINES

The Future Industries Accelerator (FIA) Mobility Scheme will provide funding for UniSA researchers to work within business, or industry representatives to work within UniSA, facilitating the transfer of expertise, training and skills.

The Scheme will prioritise the support of collaborative initiatives with defined business outcomes, including tackling specific industry R&D challenges, facilitating knowledge transfer, and the opportunity to develop and up-skill staff.

#### PRIOR TO APPLICATION:

- **Consult with your direct Line Manager and/or Head of School as to the appropriateness and focus of your proposed secondment**
- **Review the *Mobility Scheme Application Form*, and template *Secondment Agreement* – the agreement document sets out the obligations and rights of the University, the industry partner (company), and the Secondee, in relation to a secondment**
- **Ensure applications to the Mobility Scheme are written in the style of a business case, where the problem/opportunity that the secondment will address, and the anticipated deliverables and impact from the secondment, are clearly articulated**
- **All applications to the Mobility Scheme must be written in accessible language that is easy to understand and where technical or discipline specific terminology is explained**
- **All applicants must engage with the FIA Program Manager, who is available to provide support and advice regarding the overall application process, prior to submission of a final application.**

## GENERAL GUIDELINES

- Eligible companies must have at least current, or proposed, operations in South Australia, along with a demonstrated intention to benefit the State's economy.
- UniSA academic and professional staff members are eligible to apply.
- The Mobility Scheme is intended to provide support for collaborative initiatives which have defined business outcomes – these activities include (i) project work relating to tackling specific industry R&D challenges, (ii) facilitating knowledge transfer, and (iii) the opportunity to develop and up-skill staff.
- Applicants may apply for a secondment term of up to 12 months duration.
- Funding will be provided to cover the full salary costs (including on-costs) for a Seconded staff member for the full secondment term.
- There is no limit on the frequency with which a company may apply to this Scheme, provided that explanation is given as to how the scope of each secondment differs from previous applications.
- A Secondment Agreement will be established between the University of South Australia and the Industry Partner – this agreement will outline in detail the secondment arrangements, including major deliverables, funding allocation, secondment term, secondment location, and Intellectual Property (IP) arrangements.
- Applicants will engage with the FIA Program Manager and/or UniSA's Commercial Manager before finalising the IP terms in the Secondment Agreement.
- The Seconding Entity will invoice secondment payments quarterly in arrears. The Host Entity will pay secondment payments within 30 days after receipt of a valid tax invoice from the Seconding Entity. Funds will be released only when the Secondment Agreement has been fully executed.
- Where required, UniSA staff are responsible for ensuring the appropriate ethics approvals, or other compliance requirements, are obtained prior secondment activity commencement.

## ASSESSMENT PROCESS

- Applications will be accepted on an ongoing basis, and will generally be assessed within eight weeks from submission by the Mobility Scheme assessment panel.

- All applicants must engage with the FIA Program Manager to discuss the proposed secondment opportunity, prior to final applications proceeding.
- Applications must be received no later than five working days prior to an assessment round and must be submitted via [fia@unisa.edu.au](mailto:fia@unisa.edu.au).
- FIA Mobility Scheme assessment rounds will be scheduled for:  
(specific dates TBC, and future assessment rounds will be announced)
  - November/December, 2017
  - February, 2018
  - April, 2018.
- An assessment round may occur via circular resolution, or video link, where necessary.
- Each application will be assessed against four essential criteria:
  - i. the quality of the secondment activities, including the relevance of the proposed deliverables in the context of the Seconding Entity's/Host Entity's business objectives;
  - ii. applicants understanding of the opportunity and intended benefits and impact from the secondment e.g. how will the secondment tackle a specific industry challenge, and facilitate the transfer of expertise and training and/or the opportunity to develop and up-skill staff;
  - iii. the opportunity for the secondment to deliver economic value to South Australia, and
  - iv. the potential for the secondment to establish a new, or strengthen an existing, productive partnership between the industry partner and UniSA.
- Notification of decisions will occur within 48 hours of an assessment round, including the initiation of the formal Secondment Agreement.
- Successful applicants may be required to contribute to the promotion of the FIA, which may include disclosure of the Seconding Entity/Host Entity name and a non-confidential secondment activity description for use by the University of South Australia, the South Australian Government, media organisations, and for public announcements.

## REPORTING REQUIREMENTS

- A summary report will be required at the end of the secondment term. This report must:
  - summarise secondment activities, including deliverables;
  - describe any next steps between partners; and
  - be approved by the Seconding Entity and the Host Entity.
- A template document will be provided for the summary report.
- Excerpts from summary reports may be made available to the South Australian Government for promotional, and/or case study, purposes.

## MORE INFORMATION

Further information is available at <http://fii.unisa.edu.au/engage-with-us/fia>.

For further information and confidential enquiries, please contact the FIA Program Manager directly on (08) 8302 7195, or via [fia@unisa.edu.au](mailto:fia@unisa.edu.au)



The Future Industries Accelerator is a \$7.5 million investment from the **South Australian State Government**, which focuses on creating high-value jobs in South Australia and assists local industries to build their R&D capacity and accelerate growth.