

## GUIDELINES: Microscopy Knowledge Exchange Visits 2024-2025

### Overview

*To promote and reward the significant contributions of staff from research facilities in Australia and New Zealand, Australian Microscopy and Microanalysis Society (AMMS), Microscopy New Zealand Inc (Microscopy NZ) and Microscopy Australia will support at least nine (9) Knowledge Exchange Visits (max \$2,500 awarded funds) across four rounds to allow applicants to undertake highly productive laboratory visits between Australia and New Zealand.*

*Facility staff will get the opportunity to participate in a visit to another facility to exchange training, expertise and mentoring skills to benefit their career, their colleagues and the host facility. The research experience and collaborative opportunity will benefit the successful applicants and enhance the support provided by the host facility to their users. Early and mid-career researchers are strongly encouraged to apply.*

### Eligibility/Criteria

Applicants need to meet the following criteria for their application to be accepted:

- The applicant must, at time of application submission, be a current member of AMMS or Microscopy NZ.
- Applications must be approved and supported by the applicant's home institution (e.g., employer or university) and by the host facility.
- Preference will be given to applications that propose a visit between Australia and New Zealand. However, strongly justified domestic visits will also be considered.
- Applications must outline the purpose and proposed dates of the exchange visit, including presentation of at least one talk or workshop during their visit.
- A written agreement between the applicant's home institution and proposed host institution is required before travel commences.

### Conditions

#### Duration

The Knowledge Exchange Visit must be between one (1) and three (3) weeks in length and be completed by 31 March 2026. The exact duration and schedule of the visit must be agreed in writing between the applicant and the host facility. The primary purpose of the trip is to support training visits but can be combined with conference attendance.

#### Financial Support

Each Knowledge Exchange Visit will be awarded funding up to a maximum \$2,500 contribution to travel-related costs. It is expected that the applicant's home institution (or self-funding) will provide a matching contribution to the awarded funds. The award is explicitly intended to contribute to the applicant's out of pocket expenses, such as

return domestic economy airfare, living costs (meals, local travel, incidentals) and accommodation. Please note that the applicant's salary/time and research project costs are not funded through this scheme. All funds must be claimed by 28 June 2026.

## Application, Review and Approval Process

### Application process

To apply for a Knowledge Exchange Visit, please complete the [online application](#), along with the required attachments:

- Written invitation from the intended host facility (including the purpose and proposed dates for the visit)
- Two-page CV
- Approval from your institution (supervisor or Facility Director, including confirmation of equal co-contribution)

An example of a successful application can be provided upon request.

### Application closing dates

- Thursday, 2 May 2024
- Thursday, 7 November 2024
- Thursday, 1 May 2025
- Thursday, 6 November 2025

### Review process

Representatives from AMMS, Microscopy NZ and Microscopy Australia, will form the review panel. Applications will be assessed on the needs of the applicant and their institution and the outcomes of the proposed visit. The panel will give preference to applications with a wider benefit to facility users. Consideration will be given to the principles of equity, diversity, and inclusion during the review process. Applicants will be advised of outcomes in a timely manner.

### Employer/Institutional Approvals

Please be aware that awardees will need to follow the rules and procedures in place at the home institution concerning travel approval for business travel. Please ensure that these approvals are obtained and paperwork is submitted through your home institution for these trips.

## Outcomes/Reporting

To share their experience and knowledge, successful applicants are expected to give a presentation on their Knowledge Exchange Visit at their home institution or a locally organised seminar/workshop within three (3) months of their return.

Successful applicants must submit a final report on the achievements and outcomes of their visit within two (2) months of their visit to [admin@micro.org.au](mailto:admin@micro.org.au). Please contact Microscopy Australia by email [admin@micro.org.au](mailto:admin@micro.org.au) for a copy of the Final Report form.

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| <b>Contact Officer</b>  | <i>Microscopy Australia; <a href="mailto:admin@micro.org.au">admin@micro.org.au</a></i>                           |
| <b>Date Approved</b>  | <i>24 Jan 2024</i>  |
| <b>Approval Authority</b>   | <i>AMMS Executive<br/>Microscopy New Zealand Executive<br/>Microscopy Australia Operations Team</i>               |
| <b>Date of Commencement</b>   | <i>22 February 2024</i>   |
| <b>Amendment Dates</b>  |   |
| <b>Date for Next Review</b>   | <i>31 July 2024</i>   |
| <b>Related Policies, Procedures, Guidelines, Forms or Templates</b> | <a href="#">Microscopy Knowledge Exchange Application Form</a><br>Microscopy Knowledge Exchange Final Report Form |