



Australian Government



NEW COLOMBO PLAN

*Connect to Australia's future - study in the region*

# New Colombo Plan Mobility Program

## ISEO Application Guide for the 2020 Round

<http://iseo.education.gov.au>

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# 1 Introduction

The New Colombo Plan (NCP) is a signature initiative of the Australian Government which aims to lift knowledge of the Indo Pacific in Australia by supporting Australian undergraduates to study and undertake internships in the region.

The NCP Mobility Program provides funding to Australian universities and consortia to support Australian undergraduate students to participate in semester-based or short-term study, internships, mentorships, practicums and research in 40 host locations across the Indo-Pacific region.

This guide has been written to help International Liaison Officers (ILOs) and other university staff with the creation and submission of mobility project applications for the 2020 round of the NCP Mobility Program in the International Student Exchange Online (ISEO) system.

It assumes that the reader has access to ISEO and is from an Australian university with a Deed for Student Mobility in place with the Department of Education and Training (the Department). The guide should be read in conjunction with the [2020 New Colombo Plan Mobility Program Guidelines on the GrantConnect website](#) and [2020 New Colombo Plan Mobility Program Advice to Applicants](#) on the Department of Foreign Affairs and Trade website. The Guide is available on ISEO under the Resource Centre Tab.

## 1.1 What is ISEO?

International Student Exchange Online (ISEO) is a secure, internet-based program management system managed by the Department. ISEO provides access to funding for the New Colombo Plan Mobility Program and Endeavour Mobility Grants. It is located at <https://iseo.education.gov.au>.

## 1.2 Primary Contact and Accessing ISEO

Universities that wish to apply for New Colombo Plan Mobility funding must nominate an ILO to be their primary contact with the Department. The ILO will also be responsible for the submission of project applications through ISEO and the ongoing management of mobility projects.

To nominate an ILO or change the primary contact, universities should contact the Department's student mobility team at [StudentMobility@education.gov.au](mailto:StudentMobility@education.gov.au).

ISEO users must take all reasonable steps to protect the security of their unique logon IDs and passwords. If at any time a user becomes aware that the security of a logon ID or password is compromised, they must immediately notify the Department. If a user is locked out of ISEO (for example, too many failed logon attempts or disabled after an extended period of time) or has forgotten their password, a request to reset the password can be sent to the Department.

## 1.3 User roles on ISEO

To assist with the development and administration of applications, ILOs may grant other people at their university access to ISEO by registering them as an 'Alternate International Liaison Officer' (AILO) or 'Faculty Member'. Each user has a unique user name and password.

Each type of user has different permissions and tasks which they can perform on the system, as shown below.

|                       | Create applications | Edit applications | View applications | Assign to Faculty Member | Rank applications | Create AILOs and Faculty Members | Submit applications |
|-----------------------|---------------------|-------------------|-------------------|--------------------------|-------------------|----------------------------------|---------------------|
| <b>ILO</b>            | ✓                   | ✓                 | ✓                 | ✓                        | ✓                 | ✓                                | ✓                   |
| <b>AILO</b>           | ✓                   | ✓                 | ✓                 | ✓                        |                   |                                  |                     |
| <b>Faculty Member</b> | ✓                   | ✓*                | ✓*                |                          |                   |                                  |                     |

\*Faculty Members can only view and edit applications they created or had assigned to them.

## 2 Developing a 2020 NCP Mobility Program project application

*Note – ISEO screens may appear slightly different to the examples below, depending on the type and parameters of any specific application and the web browser used.*

### 2.1 Creating an application

To create an application, log into ISEO (<https://iseo.education.gov.au>) using the username and password provided by the Department.

Then:

- Click 'Create application'
- Select the type of NCP Mobility Program that you wish to apply for (i.e.: '2020 NCP Semester' to support semester study or '2020 NCP Short-Term' to support short-term projects of more than 14 continuous days' duration)

The screenshot shows the ISEO application interface. On the left is a vertical menu with the following items: Home, Manage applications, Manage variations, Manage signatures, Manage contacts, Manage reminders, Manage consortiums, Create application (highlighted), Users, Institution, and Reports. To the right of the menu is a form area. It contains a label 'Round:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Select a round' (highlighted in blue), '2020 New Colombo Plan Semester', and '2020 New Colombo Plan Short-Term'.

On the next screen:

- Choose the field of study (as per the Australian Standard Classification of Education), host location, the number of years of funding sought and whether the project is being made on behalf of a consortium of Australian universities. Once the host location has been selected you are required to enter the host city associated with the host location. Once a host city is selected click 'Add City, you may add all host cities by clicking 'Add City' after each entry.

**2020 New Colombo Plan Semester**

**Field of study:** HEALTH  
DENTAL STUDIES  
Dentistry

**Host location:** Papua New Guinea

**Host city:** -- Select a host city -- Add City

**Host city/s:** Port Moresby ✖

**Number of years of funding sought:** ☒ 1 year of funding  
☐ 2 years of funding  
☐ 3 years of funding

**Is this application on behalf of a Consortium?** ☐ Yes ☒ No

If the application is on behalf of a consortium of Australian universities, you will be asked to provide the names of other consortium members from a drop-down list. Before submitting the application, the ILO must confirm that consent has been received from each member of the consortium.

Once an application has been created on behalf of a consortium, ISEO will save its details. If you wish to make another application with the same consortium you will not have to re-enter their details.

- Click 'Create application'.

## 2.2 Completing an application

When an application is created, ISEO will generate a project title based on the details entered. ISEO will also create a unique 5-digit identifier (the example below is for project number 21297, a three-year, semester-based, consortium project to Cambodia). Once generated by ISEO, project titles cannot be changed.

Creating an application will launch a new page with the following tabs: 'Project', 'Details', 'Finances', 'Selection criteria' and 'Additional selection criteria'. The 'Project' tab displays the details entered when the application was created. Each of the other tabs must be filled out before an application can be submitted.

*Note – the 'Additional selection criteria tab' is only visible on applications with a multi-year and/or Internship Grant and/or Language Grant component).*

## Application Details for 2020 NCPSEM Papua New Guinea 26979 (8) - In Progress ILO

|         |         |          |                    |                               |         |
|---------|---------|----------|--------------------|-------------------------------|---------|
| Project | Details | Finances | Selection criteria | Additional selection criteria | History |
|---------|---------|----------|--------------------|-------------------------------|---------|

Application status: In Progress ILO

At the bottom of the page there will be a number of options, depending on the type of user.

- ILOs will have the following options:

|       |                          |                        |      |        |
|-------|--------------------------|------------------------|------|--------|
| Close | Assign to faculty member | View/Print application | Save | Submit |
|-------|--------------------------|------------------------|------|--------|

- AILOs will have the following options:

|       |                          |                        |      |               |
|-------|--------------------------|------------------------|------|---------------|
| Close | Assign to faculty member | View/Print application | Save | Submit to ILO |
|-------|--------------------------|------------------------|------|---------------|

- Faculty Members will have the following options:

|       |                        |      |               |
|-------|------------------------|------|---------------|
| Close | View/Print application | Save | Submit to ILO |
|-------|------------------------|------|---------------|

- ‘Close’ closes the application WITHOUT SAVING changes. To save changes to an application you MUST press the ‘Save’ button before closing it.**
- ‘Assign to faculty member’ allows the ILO or AILO to assign an incomplete application to a Faculty Member to view and input information.
- ‘View/Print application’ creates a PDF document of the application, including information that has been provided and questions that are yet to be answered.
- ‘Save’ saves the application.
- ‘Submit to ILO’ saves changes to the application and submits it to the university’s ILO.
- ‘Submit’ submits a completed application.
  - ISEO will not allow applications to be submitted until all mandatory fields have been completed.
  - Applications cannot be altered after they have been submitted.

### 2.2.1 ‘Details’ tab

The information required in the ‘Details’ tab is largely self-explanatory.

Note –

- More than one secondary host location can be included in an application.
- The question “Is your university submitting an application for the same project to another host location/s in this round?” is designed to identify whether a university is proposing to send another 2020 mobility project in the same subject/field of study with the same, or very similar, characteristics.

- The project point of contact should be the person leading the implementation for the project. This will typically be a faculty member or academic from the university.
- Project Partners (refer to Section 5.3 of the New Colombo Plan Mobility Program Guidelines: “Mobility Partnerships”).
  - The objective of encouraging Mobility Partnerships is to support the aims of the NCP through private sector engagement enhancing students’ experiences, and strengthening institutional connections between Australian Universities and Private Sector Organisations.
  - The engagement of service providers (paid a fee for service) to support a Mobility Project does not constitute a Mobility Partnership.
  - There must be at least one project partner for each year of the project. Partners can be engaged for a single year or multiple years. There is no maximum number of project partners, and more than one partner can be registered for each year.
- Project travel dates
  - Anticipated travel dates for each term of funding must be consistent with the eligible travel dates period. Please refer to the 2020 New Colombo Plan Mobility Program Guidelines for further information.
  - Anticipated travel dates for each year of a multi-year project must be entered and saved separately.
  - Dates must be entered in a dd/mm/yyyy format.
  - The duration of travel must be at least 14 continuous days.
- Depending on the type of project that you are applying for and when your cohorts of students are anticipated to travel, you may have more than one period of travel in each year of your project.

### 2.2.2 ‘Finances’ tab

In this tab you are required to indicate the number of student grants, internship grants and language grants sought. If you select the option to apply for administration funding (calculated at 10 per cent of total student grants sought), ISEO will add this amount to the grants total. The project contributions will also be captured on this page.

If multiple years of funding are sought, a pop-up window for each year will appear.

As shown in the example below, the sub-total and total funding sought for each year will be automatically calculated based on the details entered.

In addition, at this tab, you can enter the number of Language Grants (which are available for semester mobility projects ONLY). Where language training is the sole component of a semester project, the project is ineligible for a Language Grant.

### Proposed funding details

Total outgoing students:

Grant amount per student:  (GST free)

Number of internship grants:

Does the project include a language component: ☒ Yes ☐ No

Are you applying for language grant: ☒ Yes ☐ No

Language grants sought:

Sub-total: \$65,000.00

Are you seeking administration funding: ☒ Yes ☐ No

Funding sought: \$71,500.00 (GST free)

If the Home University, Host Institution and/or one or more Mobility Partners are making project contributions, press 'Add contribution' under the 'Project contributions' heading.

**Project contributions**

| Year             | Project contributor | Partner | Contribution type | Value | Comments | Document |
|------------------|---------------------|---------|-------------------|-------|----------|----------|
| No records found |                     |         |                   |       |          |          |

[Add contribution](#)

[Close](#)
[Assign to faculty member](#)
[View/Print application](#)
[Save](#)
[Submit](#)

This will create a pop-up window where the details of the contribution can be entered.

Note –

- Home Universities can only make financial contributions.
- Host Institutions and Mobility Partners can contribute financial and/or in-kind contributions for any year of the project.
- The 'Project Partner' drop-down box will be populated automatically from the information entered for project partners in the 'Details' tab.
- Evidence in the form of a memorandum of understanding, letter, email or contract from the Mobility Partner providing financial sponsorship must be uploaded into ISEO at the time of application (refer to Assessment Criterion 7 for further information).
- More information about Home University, Host Institution and Mobility Partnerships is available in the 2020 New Colombo Plan Mobility Program Guidelines.



Below is an example of what the 'Finances' tab might look like for a 3-year semester-based mobility project, with a Mobility Partnership and home university contribution to the project.

Project
Details
Finances
Selection criteria
Additional selection criteria

### Finances overview

Number of outgoing students: 22

Number of internship grants: 22

Administration funding: \$13,200.00

Total funding sought: \$145,200.00 (GST exclusive)

Total mobility sponsorship contributions: \$3,000.00

Host institution contributions: \$0.00

Home university contributions: \$15,000.00

### Proposed funding sought

Click on a row to enter funding details

| Year | Outgoing students | Grant amount per student | Number of internship grants | Administration funding | Funding sought |
|------|-------------------|--------------------------|-----------------------------|------------------------|----------------|
| 1    | 5                 | \$5,000.00               | 5                           | \$3,000.00             | \$33,000.00    |
| 2    | 7                 | \$5,000.00               | 7                           | \$4,200.00             | \$46,200.00    |
| 3    | 10                | \$5,000.00               | 10                          | \$6,000.00             | \$66,000.00    |

### Project contributions

| Year                       | Project contributor          | Partner  | Contribution type | Value       | Comments  | Document | Delete |
|----------------------------|------------------------------|----------|-------------------|-------------|---|----------|--------|
| Year 1<br>Year 2<br>Year 3 | Home university contribution |          |                   | \$15,000.00 | Our university will contribute \$5000 per year to the project, which will be used to support more stu ... | ✕        |        |
| Year 1<br>Year 2<br>Year 3 | Mobility Partnership         | 123 Corp | Both              | \$3,000.00  | 123 Corp will provide \$1000 per year to assist students in finding accommodation while in-country. I ... | ✕        |        |

2 records

### 2.2.3 'Selection criteria' tab

Applicants must complete each selection criterion, as set out in Section 6.1 Selection Criteria of the New Colombo Plan Mobility Program Guidelines 2020 Round.

### 2.2.4 'Additional selection criteria' tab

The additional selection criteria are for applicants seeking Internship and Language Grants (in conjunction with semester projects only) or Multi-term funding. If these options are selected earlier in the application, the 'Additional selection criteria' tab will automatically appear. Under each criterion, the applicant must provide up to 100 words as shown below.

|         |         |          |                    |                               |
|---------|---------|----------|--------------------|-------------------------------|
| Project | Details | Finances | Selection criteria | Additional selection criteria |
|---------|---------|----------|--------------------|-------------------------------|

Internship grant criterion

**Will the Semester-based Mobility Project incorporate an Internship component?**

Applicants must describe the proposed Internship component, including information on the potential Internship host, the proposed benefits to the participants from the Internship, the proposed duration of the Internship, confirmation that the university has considered visa requirements (if applicable), and any other relevant information.

100 words \*

Multi-year funding criterion

**How will Multi-Year Funding support the Applicant to deliver a long-term and sustainable increase in student mobility to the region that could not be facilitated by a Single-term Mobility Project?**

Applicants must describe how Multi-Year Funding will support their institutional strategy to increase and sustain student mobility to the Indo-Pacific region, including how the Multi-Year Funding will assist the Applicant to:

- stimulate new opportunities to scale-up and sustain ongoing student mobility
- strengthen and enhance partnership(s) with the Project Partner(s).

100 words \*

Close View/Print application Save **Submit to ILO**

Language grant criterion

**Will the Semester-based Mobility Project incorporate a Language Training component? (maximum 100 words)**

Applicants must describe the proposed Language Training component, including information on the potential Language Training host, the proposed benefits to the participants from the Language Training, the proposed duration of the Language Training, confirmation that the Applicant has considered visa requirements (if applicable), and any other relevant information.

100 words \*

Close Assign to faculty member View/Print application Save **Submit**

### 3 Submitting an application

Applications can only be submitted by the university's ILO with the appropriate authority to do so. If an application is prepared by an AILO or a Faculty Member, they must submit it first to their ILO who has the responsibility for final submission to the Department.

Before submitting the application, ILOs will be asked to make a number of declarations, as shown below. Once an application has been submitted to the Department, it will be locked and cannot be amended. All ISEO users will be able to view their own applications after they have been submitted. Only ILOs and AILOs will be able to see all of the applications submitted by their university.

**In making this application, you will be making declarations as follows:**

|  |  |
|--|--|
| I confirm that I have the authority to submit this application on behalf of my university  | <input type="radio"/> Yes <input type="radio"/> No |
| I confirm that this project will be implemented and funding will be expended and reported in accordance with the Guidelines and the Deed of Standing Offer under which funding is offered  | <input type="radio"/> Yes <input type="radio"/> No |
| I confirm that financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities  | <input type="radio"/> Yes <input type="radio"/> No |
| I confirm that my university has strategies and services in place to support student welfare and safety  | <input type="radio"/> Yes <input type="radio"/> No |
| I confirm that this project will, where possible, include representation in the Mobility Project from diverse student groups (including but not limited to: Aboriginal and Torres Strait Islander students; students from Low Socio-Economic Status backgrounds; students from regional/remote areas; students across the Genders; women studying in non-traditional areas (WINTA); students with Disability and students from non-English speaking backgrounds(NESB)) | <input type="radio"/> Yes <input type="radio"/> No |
| I declare that if and where any personal details of a third party are included in an application for funding, the third party has been made aware of, and given their permission for those details to be included in the application for funding   | <input type="radio"/> Yes <input type="radio"/> No |
| I acknowledge that giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995 (Cth)</i>   | <input type="radio"/> Yes <input type="radio"/> No |
| I confirm that consent has been received from each of the other consortium partners  | <input type="radio"/> Yes <input type="radio"/> No |

## 4 Ranking applications

By default, ISEO ranks applications in the order that they are submitted. Therefore, it is highly recommended that each university rank its applications in order of funding priority.

ILOs can rank their university's applications on the 'Manage applications' page. This page is only available to ILOs.

To rank applications, the ILO will need to select the round year (2020), program and institution/consortium, and then click on 'Rank applications'.

Once all applications have been ranked, the ILO must press 'Save'.

Note –

- The ILO is responsible for submitting their university's ranking of its applications.
- Each university uses its own internal process to determine the ranking of its applications.
- Projects can be ranked while they are 'in progress' (i.e. being prepared by ILO, AILO or Faculty Member) and after they have been submitted to the Department.
- Rankings can be changed at any time prior to the round's closing date, but not thereafter.
- Applications submitted on behalf of a consortium are ranked separately from those submitted by individual universities.

## 5 Further information and useful links

If you require further information on submitting an NCP Mobility Program project application please contact the Department of Education and Training at [student.mobility@education.gov.au](mailto:student.mobility@education.gov.au)

The 2020 New Colombo Plan mobility program guidelines can be accessed on the [GrantConnect](#) website and Advice to Applicants can be accessed on the [Department of Foreign Affairs and Trade](#) website.