



New Colombo Plan Mobility Program

ISEO Application Guide for the 2020 Round

http://iseo.education.gov.au

Table of Contents

1	Intro	oduction	2				
	1.1	What is ISEO?	2				
	1.2	Accessing ISEO	2				
	1.3	User roles on ISEO	2				
2	Dev	eloping a 2020 NCP Mobility Program project application	3				
	2.1	Creating an application	3				
	2.2	Completing an application	4				
	2.2.1	Details' tab	5				
	2.2.2	? 'Finances' tab	6				
	2.2.3	3 'Selection criteria' tab	8				
	2.2.4						
3	Sub	mitting an application	9				
4	Ran	king applications	10				
5	Further information and useful links						

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.

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 AlLOs and Faculty Members	Submit applications
ILO	✓	√	✓	✓	✓	✓	✓
AILO	✓	√	√	✓			
Faculty Member	~	√ *	√ *				

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

2 Developing a 2020 NCP Mobility Program project application

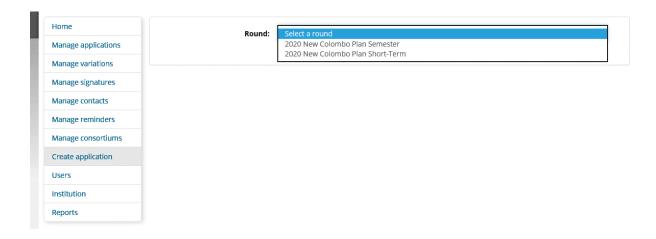
Note – ISEO screens may appear slightly different to the examples below, depending on the type and parameters of any specific application and the web browser used.

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.

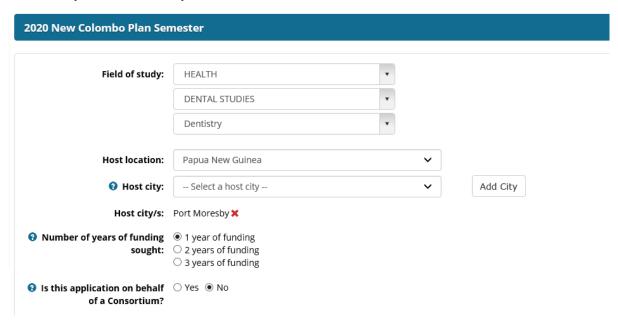
Then:

- 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)



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 selection 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.



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.

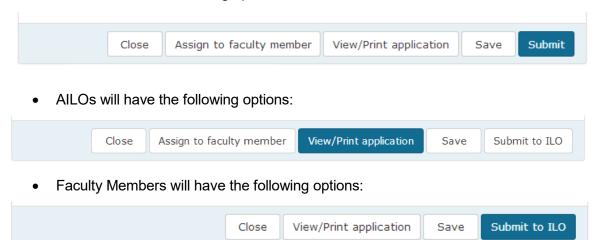
Creating an application will launch a new page with the following tabs: 'Project', 'Details', 'Finances', 'Selection criteria' and 'Additional selection criteria'. The 'Project' tab displays the details entered when the application was created. Each of the other tabs must be filled out before an application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



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' 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.
 - o 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.
- o 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.

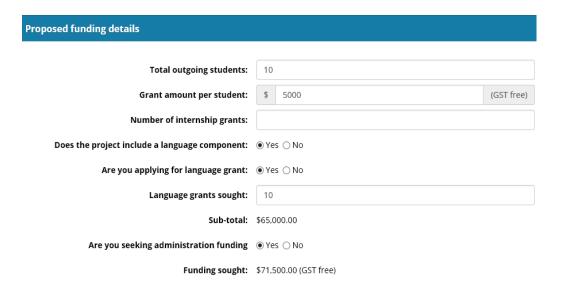
2.2.2 'Finances' tab

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.

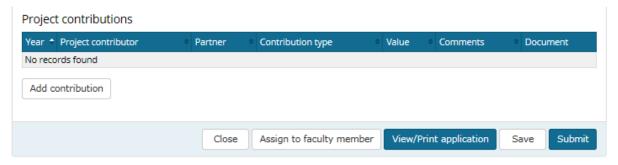
If multiple years of funding are sought, a pop-up window for each year will appear.

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.



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.

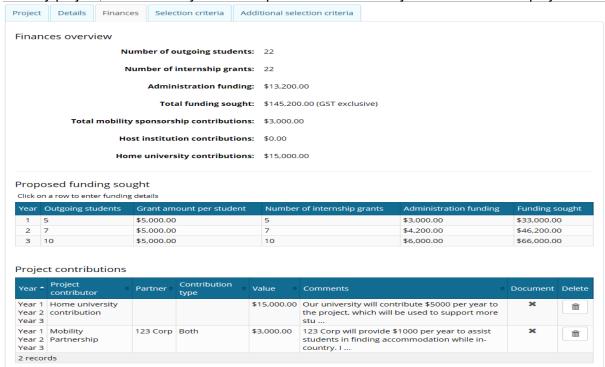


This will create a pop-up window where the details of the contribution can be entered.

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.

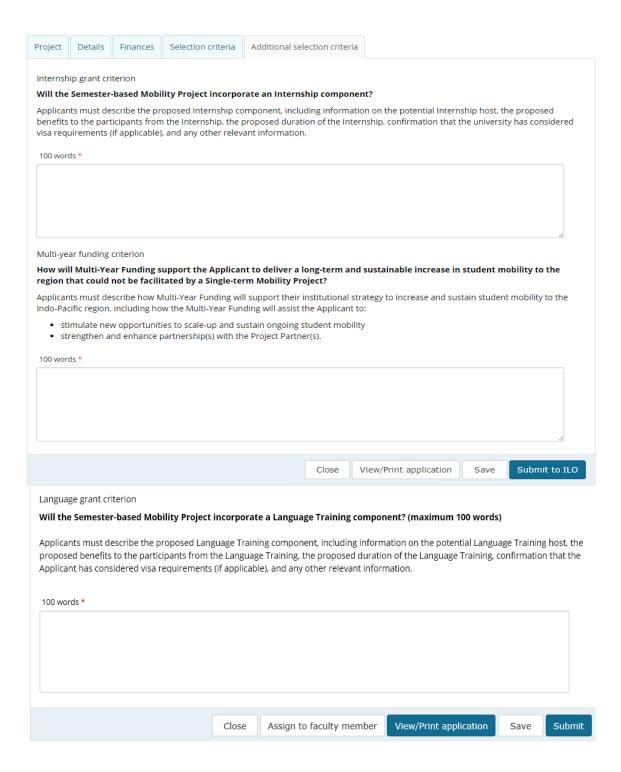


2.2.3 'Selection criteria' tab

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.



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.

confirm that I have the authority to submit this application on behalf of my university	O Yes O No	
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	○ Yes ○ No	
confirm that financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities	○ Yes ○ No	
confirm that my university has strategies and services in place to support student welfare and safety	O Yes O No	
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 .ow 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))	◎ Yes ◎ No	
declare that if and where any personal details of a third party are included in an application for funding, he third party has been made aware of, and given their permission for those details to be included in the application for funding		
acknowledge that giving false or misleading information is a serious offence under the <i>Criminal Code Act</i> 1995 (Cth)	○ Yes ○ No	
confirm that consent has been received from each of the other consortium partners	O Yes O 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

The 2020 New Colombo Plan mobility program guidelines can be accessed on the <u>GrantConnect</u> website and Advice to Applicants can be accessed on the <u>Department of Foreign Affairs and Trade</u> website.