New Colombo Plan
Mobility Program

ISEO Application Guide for the 2017 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 38 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 2017 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 2017 New Colombo Plan Mobility Program Guidelines (available at http://dfat.gov.au/new-colombo-plan).

On 5 April 2016, the Department of Education and Training hosted a webinar demonstrating how to create an application for the 2017 NCP round of the Mobility Program. A recording of the webinar and associated questions and answers can be found on ISEO.

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   Accessing ISEO?

Universities that wish to apply for New Colombo Plan 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, 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.

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
ILO	✓	✓	✓	✓	✓	✓	✓
AILO	✓	✓	✓	✓			
Faculty Member	✓	✓*	✓*				

*Faculty Members can only view and edit applications that have been created by, or assigned to, them.

2 Developing a 2017 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 being 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 or your ILO.

Then:

- Click 'Create application'

- Select the type of NCP Mobility Program that you wish to apply for (i.e.: '2017 NCP Semester' or '2017 NCP Short-Term')

On the next screen:

- Choose the field of study, host location, the number of years of funding sought and whether the project is being made on behalf of a consortium of Australian universities.

  o 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.

  o 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 17892, a three-year semester-based project to Cambodia). 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 component).

> **2017 NCPSEM Cambodia 17892 Year 1 of 3 C (1) - In Progress**
>
> | Project | Details | Finances | Selection criteria | Additional selection criteria |
>
> **Application status:**   In Progress

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.
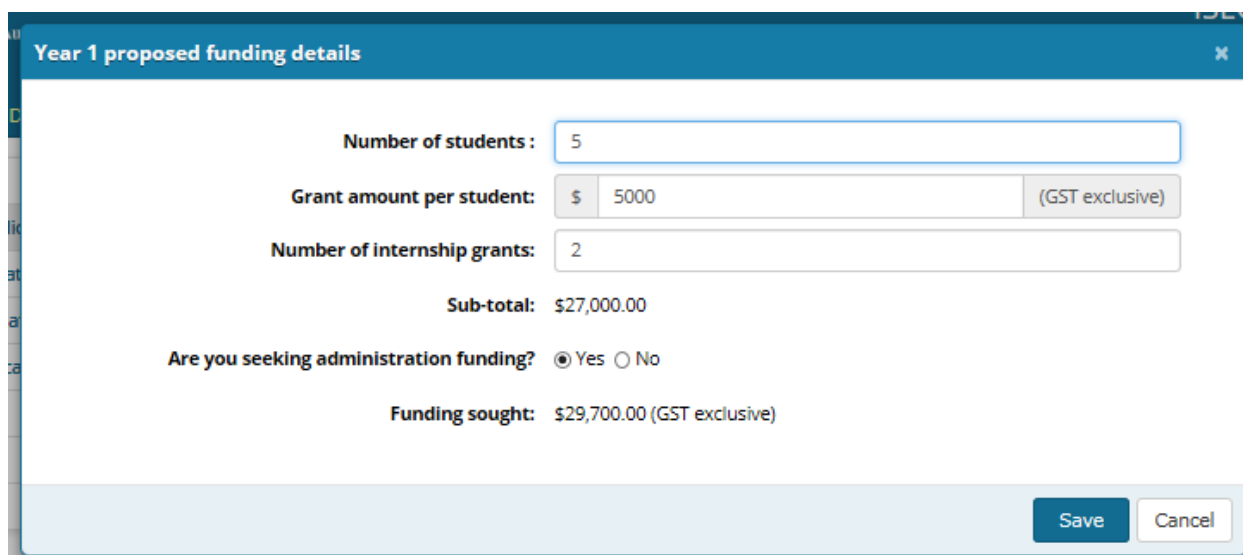
Note –

- 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 2017 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
  - 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. Please refer to the 2017 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.

- 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 and internship grants (available only to semester projects) 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.

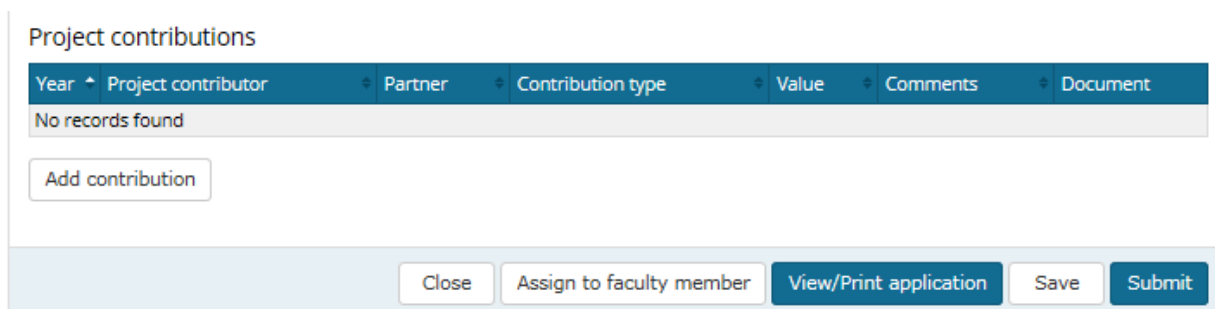If multiple years of funding are sought, a pop-up window for each year will appear.

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.

If the Home University, Host Institution and/or one or more private sector sponsors 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 Private Sector Sponsors 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 Private Sector Organisation providing financial sponsorship must be uploaded into ISEO at the time of application.

- More information about Home University, Host Institution and Private Sector Sponsorship are available in the 2017 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 private sector sponsor and home university contribution to the project.

Project	Details	Finances	Selection criteria	Additional selection criteria

Finances overview

Number of students:	22
Number of internship grants:	11
Administration funding:	$12,100.00
Total funding sought:	$133,100.00 (GST exclusive)
Private sector sponsorship:	$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	Number of students	Grant amount per student	Number of internship grants	Administration funding	Funding sought
Year 1	5	$5,000.00	2	$2,700.00	$29,700.00
Year 2	7	$5,000.00	4	$3,900.00	$42,900.00
Year 3	10	$5,000.00	5	$5,500.00	$60,500.00

Project contributions

Year ▲	Project contributor	Partner	Contribution type	Value	Comments	Document	Delete
Year 1 Year 2 Year 3	Private sector sponsorship	123 Corp	Both	$3,000.00	123 Corp will provide $1000 per year to assist students in finding accommodation while in-country. I ...	✔	🗑
Year 1 Year 2 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 ...	✖	🗑

2 records

[Add contribution]

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

2.2.3 'Selection criteria' tab

Applicants must complete each selection criterion, as set out in Section 4.3 of the 2017 New Colombo Plan Mobility Program Guidelines.

2.2.4 'Additional selection criteria' tab

The additional selection criteria are for applicants seeking internship grants (semester projects only) and multi-year 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. 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.

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	○ Yes ○ 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	○ Yes ○ No
I confirm that financial support received from the Australian Government will be acknowledged in all publications, promotional materials and activities	○ Yes ○ No
I confirm that my university has strategies and services in place to support student welfare and safety	○ Yes ○ 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 areas; students from regional and remote areas; students across the genders; female students in non-traditional fields; students with disabilities and students from non-English speaking backgrounds)	○ Yes ○ 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	○ Yes ○ No
I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995 (Cth)*	○ Yes ○ No
I confirm that consent has been received from each of the other consortium partners	○ Yes ○ No

Cancel   Submit

4   Ranking applications

Each university must rank its applications in order of funding priority.

ILOs 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 (2017), 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.

- By default, ISEO ranks applications in the order that they are submitted.

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 2017 New Colombo Plan mobility program guidelines can be accessed on the Department of Foreign Affairs and Trade website.

The New Colombo Plan Variations Guide for ongoing projects.