



New Colombo Plan Mobility Program

ISEO Sample Application Form and Guide for the 2023 Round

Please note: ISEO will generate the application form based on your responses.
The screenshots in this guide may not reflect how the application form appears for you in ISEO.
All information provided and screenshots in the form should be treated as a sample only.

Applications close 11:30pm AEST on 14 June 2022



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 to support Australian undergraduate students to participate in study, internships, mentorships, practicums and research in 40 host locations across the Indo-Pacific region.

This guide aims to help International Liaison Officers (ILOs) and other university staff create and submit applications for the 2023 round of the NCP Mobility Program in the International Student Exchange Online (ISEO) system.

It assumes the reader has access to ISEO and is from an eligible Australian university with a Deed for Student Mobility Programs in place with the Department of Foreign Affairs and Trade. This guide should be read in conjunction with the 2023 New Colombo Plan Mobility Program Guidelines and 2023 New Colombo Plan Mobility Program Advice to Applicants.

1.1 What is ISEO?

ISEO is a secure, internet-based program management system hosted by the Department of Education, Skills and Employment. ISEO is used for the administration of funding for the NCP Mobility Program. Its URL is <https://iseo.education.gov.au>.

1.2 ILO as the Primary Contact and Accessing ISEO

Universities that wish to apply for New Colombo Plan Mobility Program funding must nominate an ILO to be their primary contact with DFAT. 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 ILO, universities should contact the NCP Secretariat at ncp.secretariat@dfat.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 NCP Secretariat. If a user is locked out of ISEO (for example, too many failed logon attempts) or has forgotten their password, a request to reset it should be sent to the NCP Secretariat.

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 username and password.

Each type of user has different permissions and tasks they can perform on the system, as shown in the table 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 they created or had assigned to them.

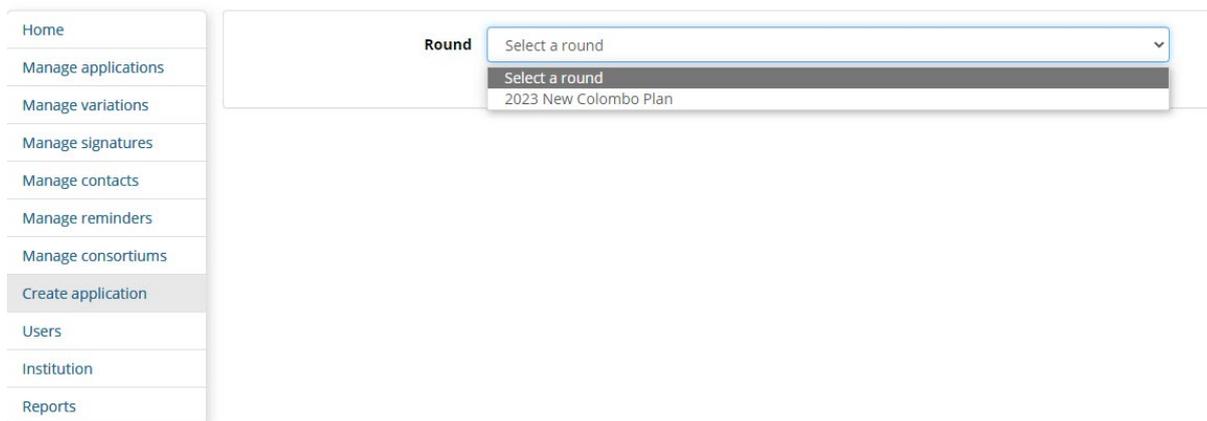
2. Creating an NCP Mobility Program project application

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

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

Then:

- Click 'Create application' on the left-hand menu
- Select '2023 New Colombo Plan' from the drop-down menu



On the next screen, choose the field of study (as per the *Australian Standard Classification of Education*), host location 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 select the relevant host city from the drop-down menu. Once a host city is selected, click 'Add City'. If there is only one host city associated with the host location, this will automatically be populated.



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. Should a consortium application be successful, the ILO of each consortium partner will be copied into the ‘funding offered’ email for that project.

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.

Select ‘Create application’.

3. Completing an application

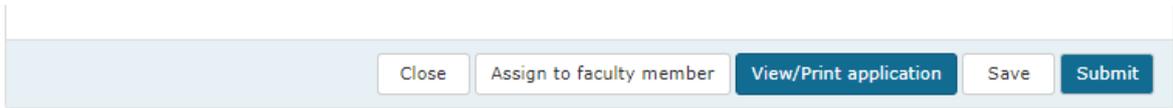
When an application is created, ISEO will generate a unique 5-digit project identifier (the example below is for project number 34448).

Creating an application will launch a new page with the following tabs: ‘Project’, ‘Details’, ‘Finances’, ‘Selection criteria’ and ‘History’. The ‘Project’ tab displays the details entered when the application was first created. Each of the other tabs (except ‘History’) must be completed before an application can be submitted.



A number of options are available at the bottom of the page depending on the type of user.

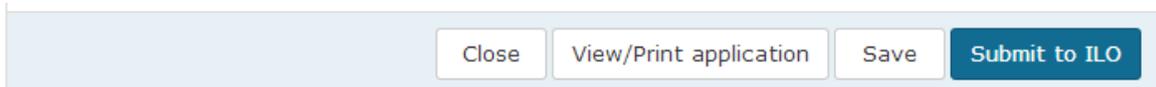
- ILOs will have the following options:



- AILOs will have the following options:



- Faculty Members will have the following options:



- **The 'Close' button 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.



3.1 Details tab

- In the project description, please provide an overview of the proposed mobility project, including addressing the dot points provided in the question (max 500 words). This field does not contribute to the project's assessment score, but provides background information for the assessors to better understand the nature of the project proposal.
- If the project has previously been funded under the NCP, you will be required to provide the previous project ID and will not be able to submit your application until this is provided.
- 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. The project point of contact will act as a point of contact between project participants and DFAT, including Australian diplomatic missions for NCP event purposes.
- Project travel dates
 - Anticipated travel dates must be between 1 January 2023 and 30 September 2024 for the 2023 round.
 - Dates must be entered in a dd/mm/yyyy format.
 - The duration of travel must be at least 14 continuous days (from the date of departure to the overseas project location to the return to Australia).



Project description*

Please provide an overview of the proposed Mobility Project. While this field does not contribute to the project's weighted score, this information helps assessors understand the project's activities.

- *Project details*
 - Provide a clear and concise description of the offshore activities to be undertaken by participating students, noting the duration/s of offshore experiences
 - If the project includes a secondary host location or institution, please provide the reason
 - If the project is consistent with one or more priority areas (outlined in the Advice to Applicants), please provide explanation
- *Host institution/s*
 - Describe the role/s of the host institution/s such as teaching, arranging fieldwork, hosting interns
 - Describe the institutional linkages which will result from this project
 - Describe how linkages (institutional and people-people) will be sustained beyond the project
- *Project rationale*
 - Explain how the project fits with your university's strategy for international engagement, consistent with NCP's strategic objective and outcomes.
 - If the project repeats a previously funded NCP project, describe how the proposed project will build on the achievements of the earlier project
- *Third Party Providers*
If the project will be implemented through a Third Party Provider (drawing on administration funding or other resources), please name the organisation and the services they will provide
- *Project budget*
Please provide a breakdown of the proposed use of student grants in the project, noting a project may consist of different durations
For example:

- x students @ 10 weeks offshore:
Per student costs:
 - travel costs:
 - living costs:
 - activity costs:
 Total: \$A per student (10 weeks offshore)

- y students @ 2 weeks offshore:
Per student costs:
 - travel costs:
 - living costs:
 - activity costs:
 Total: \$B per student (2 weeks offshore)

Total funding sought for student grants: \$A multiplied by x students + \$B multiplied by y students = \$_____

NB: an additional 10% is provided for administration funding

500 words



Will this project be undertaken in a secondary host location? Yes No *

Project type: New project An existing project funded via alternative funding A previously funded NCP project *

Length of study (select one) 2 - less than 4 weeks 4 - less than 6 weeks 6 - less than 10 weeks 10 weeks or more, but less than a semester More than a semester Various *

Will student recruitment target and support students from a diverse backgrounds to participate in the Mobility Project? Yes No

Will you be using a third party provider to deliver this project? Yes No *

Qualification level: Bachelor Degree Bachelor Honours Degree *

Does the Mobility Project include (choose one or more of the following)? 1 Semester In - Country Language Study None of the above Artist Residency Clinical Placement Practicum Short-term study Research Internship / Mentorship *

Does the Mobility Project attract provide credit/count towards the course requirement? Yes No *

Faculty, school or specialisation: *

Project point of contact (Project leader, for example Head of Faculty or School)

The project point of contact will act as a liaison point between project participants and DFAT, including DFAT posts overseas, for NCP event purposes.

-- Select a contact from the following list or enter a new contact --

Name *
Position
Phone
Email *



Project partners

Year	Partner	Status	Type	More about partner	Delete
No records found					20 records per page

Add partner

Project travel dates

Current travel dates				
Year	Travel start date	Travel end date	Host city/s	Delete
No records found				

Add travel dates

3.2 Finances tab

- Project
- Details
- Finances
- Selection criteria
- History

Finances overview

Proposed number of students 0

Administration funding \$0.00

Total funding sought \$0.00 (GST exclusive)

Edit

Project contributions

No contributions

Add contribution

In this tab, select the Edit button to enter the number of proposed student grants and the average grant amount per student. Universities will automatically receive an additional 10 per cent of the project grant value for administration purposes - ISEO will add this to the grant total.

The sub-total and funding sought will be automatically calculated based on the details entered.



Proposed funding details

Proposed number of students

Average grant amount per student \$ (GST free)

Sub-total \$ \$0.00

Funding sought \$ \$0.00 (GST free)

Save

Cancel

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

Project contributions

No contributions

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.

Project contribution

Project contributor Home university contribution Host institution contribution Mobility Partnership

Project partner

Contribution type Financial In-kind Both

Partnership status New Existing

Years to which contribution applies Year 1

Value of financial contribution for each year \$

Description of in-kind contribution for each year Year 1

Contribution description (200 words)

Evidence of contribution Upload document

Evidence must be uploaded for financial contributions made by the Home University, Host Institution and Mobility Partnership. It is optional to upload evidence of in-kind support by either the Host Institution or Mobility Partnership (noting Home University contributions can only be financial).

If the project involves a Mobility Partnership, evidence in the form of a memorandum of understanding, letter, email or contract from the Private Sector Organisation must be uploaded as part of Criterion 8: Mobility Partnerships.

Save

Cancel



Note –

- Home Universities can only make financial contributions (not in-kind contributions).
- Host Institutions and Mobility Partners can make financial and/or in-kind contributions.
- The 'Project Partner' drop-down box will be populated automatically from the information entered for project partners in the 'Details' tab.
- Please ignore the paragraph "If the project involves a Mobility Partnership, evidence in the form of a memorandum of understanding, letter, email or contract from the Private Sector Organisation must be uploaded as part of Criterion 8: Mobility Partnerships." as this is no longer a requirement.

3.3 Selection criteria tab

Applicants must complete each assessment criterion, as set out in Section 6 of the New Colombo Plan Mobility Program Guidelines 2023 Round.

Criterion 1

Criterion 1: Ensuring a high quality education experience

Describe the educational value of the mobility project, including learning outcomes relevant to the courses participating students are undertaking at their home university. What competencies will students develop through this mobility experience?

Please outline how the academic quality standards of the home university will be applied to the Mobility project, how participation in the course will contribute to core learning outcomes of participating students and how the home university will assess the academic performance of participating students.

300 words *



Criterion 2

Criterion 2: Deepening people-to-people and institutional linkages with the Indo-Pacific

Describe how the proposed Mobility project will:

- a. **establish new and/or deepen people-to-people and institutional partnerships in the Indo-Pacific, and**
- b. **build and sustain these linkages over time.**

Please outline how the project will deepen linkages in a priority sector or thematic area as outlined in the Advice to Applicants. You should provide practical examples of how the proposed mobility project promotes the NCP strategic objective and outcomes through the engagement of students, universities, the private sector and other stakeholders; and how these partnerships provide strategic opportunities for enhanced engagement (for example, research collaborations).

Responses should outline how the linkages will continue and be sustained in the future, including detailing any current or planned partnership agreements (such as MoUs). Responses should outline any steps to maintain linkages in the future (after any NCP funding ceases).

Priority will be given to applications that demonstrate practical measures to develop and maintain deep and lasting relationships between Australian universities and partner institutions in the Indo-Pacific and lasting connections between Australian students and academics and their Indo-Pacific counterparts.

300 words *

Criterion 3

Criterion 3: Broadening participation and promoting the New Colombo Plan

Describe how the Mobility project will support increased participation by a diverse range of Australian students and promote the NCP in Australia and overseas

Responses should describe practical steps/initiatives to encourage and support the participation of a diverse range of students in the mobility project.

The response should demonstrate a well-considered plan (including details of activities) on how the proposed Mobility project will be promoted in Australia and in the host location to build awareness of the NCP, its strategic objective and outcomes, and the benefits of study and internships in the Indo-Pacific.

300 words *



Criterion 4

Criterion 4: Ensuring sound student welfare management in Mobility Projects

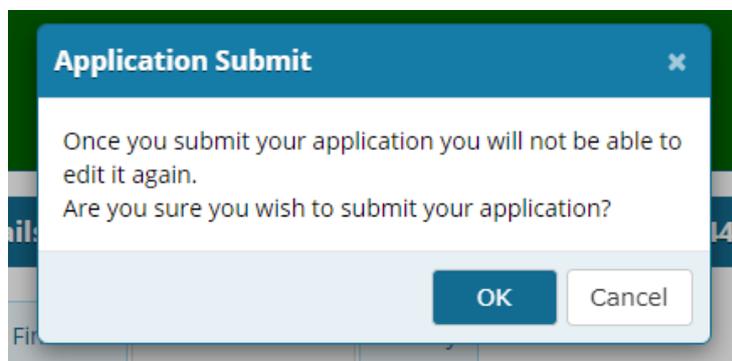
Describe how your institution will ensure the safety and welfare of participating students, and manage risks during any disruptive events during the project.

You should describe the off-shore support available to participating students. Please outline risk management and safety planning and precautions, including the Home University's own policies and processes for monitoring and compliance with safeguards principles (including child protection, prevention of sexual exploitation, abuse and harassment, and environmental and social safeguards) and managing critical incidents. If third party providers are to be used, how will the Home university ensure that NCP policies relating to risk are adhered to?

300 words *

4. 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 responsibility for final submission to DFAT.



5. Further information

If you require further information on submitting an NCP Mobility Program project application, please contact Western Sydney University's ILO Steven McDonald, s.mcdonald@westernsydney.edu.au.