

UK-China Science Bridges: R&D on (B)4G Wireless Mobile Communications

Work Package 2: Staff Exchange

Detailed Guidelines

The WP2 applications are assessed by the project management committee (PMC) and two industry steering groups (ISGs) in the UK and China. All assessment comments are collected and discussed in a PMC meeting, where the decision of awards is made by the PMC with consent.

The PMC has applied and will continue to apply a **high standard** in the practice of granting WP2 awards. The success rate in the first two rounds of WP2 applications is about 60 percent. With an attempt to improve the overall quality of submitted applications and boost the success rates in the next round, this document is provided to give detailed guidelines on how to better prepare for WP2 applications.

1. Explanation of the Assessment Criteria

1. The Applicant and Host Researcher(s)

1.1. Current standing and track record of the applicant and the host researcher(s) in the area of the proposed research.

The applicant and host researchers(s), especially the applicant, need to demonstrate their abilities to carry out excellent research via their CVs. Particularly, the PMC is looking for established publication records proved by high-quality journal publications (e.g., IEEE Transactions). The relevance of the previous publications to the proposed research is also important and related publications should be highlighted in Section I.5 of the Application Form.

2. The Proposed Research

2.1. Novelty and quality

Novelty and quality of the proposed research is the fundamental criterion of WP2 assessment. The novelty of the proposed research is primarily demonstrated in Sections IV.2 and IV.3 of the Application Form, where the applicants should endeavor to provide a concise background description and a clear statement of the motivation and novelty. On the other hand, the quality of the proposed research should be demonstrated via detailed and careful planning in Section IV.4 of the Application Form.

2.2. Impact, mutual benefits, and planned outcomes/deliverables

The value of the proposed research should be shown in Section IV.5-7 by detailing the impact, mutual benefits, and planned outcomes/deliverables.

2.3 Industrial interests/supports and prototype/commercial potentials

As the Science Bridge projects focus not on supporting fundamental research but on facilitating knowledge transfer from academia to business, the industrial interest is highly valued during the assessment of WP2 applications. The industrial interests, addressed by the ISG review as well as the industrial members in the PMC, play a very important role in the WP2 decision making process. This means that a “good” WP2 application should address not only academic novelty but also industrial relevance. The later can be emphasised in Sections IV.8 of the Application Form.

2.4. Length of the visit

In principle, only visits with lengths longer than one month will be supported. However, multiple shorter visits to either one or multiple host institutions are allowed, provided that the total length is longer than one month. Applicants are strongly encouraged to plan for visits that take up the entire three-month period (maximum supported visiting length).

3. The Research Environment

3.1. Ability of the applicant, hosting researcher(s), and their teams to deliver the proposed research

Applicants are encouraged to contact host institutions based on their research strengths and good matches to the proposed research topic. Mismatched applications identified by the PMC will be advised to undertake a major revision. To learn the particular research strengths of each institution involved, applicants can refer to the presentation slides of the Tsinghua Workshop held in Beijing in August 2009. These slides are available on the project website.

3.2. Support from the applicant's head of institution (a signed supporting letter required), indicating consent for the applicant to spend time away from their institution

It is appreciated that sometimes it may be difficult to obtain a signed support letter in time. Therefore short delays in submitting the support letter are allowed in principle.

3.3. Support from the host researcher's head of institution (a signed supporting letter required), indicating consent to the visit and the period.

(As above)

4. Planning of the proposed visit and time commitment of the host researcher(s) during the visit

A detailed and careful planning of the proposed visit is treated by the PMC very seriously as a major indicator to the quality of the application. Applications with casual plans will be rejected or asked to undertake a major revision.

5. Balance of different research topics in the (B)4G area

All submitted applications are roughly classified into four technical areas: antenna and propagation, radio access, networking, service and applications. In the first two rounds, most submitted applications are in the area of radio access. Applications in other three technical areas are strongly encouraged.

6. Balance of the Visiting Fellowships allocated to eligible UC4G partners

On the UK side there are 6 Academic Partners and 4 Associate Academic Partners. As a general guideline, each will get 2 Visiting Fellowships (=20), 1 outgoing to China and 1 incoming to the UK, with the remaining 10 Visiting Fellowships (incoming and/or outgoing) to be allocated amongst the 6 Academic Partners. On the China side, CATR will get 1 (either incoming or outgoing) Visiting Fellowship, while 7 Chinese Academic Partners and WiCO will each get 2-4 (incoming and/or outgoing) Visiting Fellowships. The Visiting Fellowships need not to be reciprocal. This means that UK Institution A may second someone to Chinese Institution B, but Chinese Institution B may instead second someone to UK Institution C.

2. Other Issues

1. Multiple visits and budget planning

The overall budget for a Visiting Fellowship is limited to £6,670, which covers the cost of a single visit for

up to £800, bench fees up to £1,000, and the subsistence for 3 months (1,630 per month). For shorter visits, the subsistence is allocated on a pro rata basis. For example, a maximum $1,630 \times 1.5 = £2,445$ of subsistence can be allocated for a 6-week visit. In case of multiple visits involving multiple international travels, the applicants are strongly encouraged to use external funding to cover the extra travel cost, or alternatively, use part of the subsistence to cover the extra travel cost. For example, for two one-month visits involving two international travels, a maximum $800 \times 2 + 1,000 \times 2/3 + 2 \times 1,630 = £5,526$ amount of budget can be claimed by the applicant.

2. Resubmissions

Unsuccessful applications are encouraged to be revised and resubmitted to the next round. It is important that the PMC and ISG review comments received in the previous round are carefully addressed in the resubmission. Preferably, the applicants can submit a cover letter detailing what revisions have been implemented in the resubmission.