



Exeter – UBCO Sustainability & Resilience Partnership

Professional Staff Exchange Program

Application Guidelines

Background

Exeter and UBC Okanagan (UBCO) have developed a growing number of collaborations advancing mutual interests in teaching, research, and public service through formal agreements and joint funding mechanisms dating back to 2017. The next phase of collaborative engagement focuses on shared strategic priorities under the banner of the [Exeter - UBCO Sustainability & Resilience Partnership](#).

Both Universities are home to world-leading academics taking interdisciplinary approaches to tackle the major challenges of our age; building resilience and looking for solutions to the challenges presented by climate, environmental, and social changes. We aim to generate exceptional research and teaching; to connect our talented researchers, educators, and higher education professionals in efforts to solve problems particular to our regional contexts. The approach will recognize the excellent foundations and existing linkages shared between Exeter and UBCO faculty, and give fresh focus through three Key Thematic focus areas:

- 1. Adaptation to Climate and Ecological Change:** Bringing together expertise from engineers, climate scientists, ecologists, environmental humanities, and policymakers to explore solutions to the climate crisis and build resilience in our communities.
- 2. Innovative Health Initiatives:** Encouraging interdisciplinary approaches that impact positively on human health & performance, focusing on the needs of our regional communities, building outstanding health education together, and catalyzing new research.
- 3. Enhancing Social Justice:** Combining the unique perspectives of Exeter and UBCO faculty and staff to lead progress to create a fairer, socially just, and inclusive society. We will seek to work in partnership with our local communities to structure our research, creative, and education initiatives together, delivering positive impact for the places where we are situated.

Through the Professional Staff Exchange (PSX) Program, we aim to support one UBCO staff member per year to spend a short period at Exeter, and one Exeter staff member per year to spend a short period at UBCO. A short period is considered 2 weeks or less.

The 2025/26 Professional Staff Exchange Program will open for applications on October 1, 2025, with a closing date of **November 19, 2025 (midnight, local time)**.

Program objectives

The Professional Staff Exchange program will provide professional development opportunities help share best practice and experience between colleagues at the University of British Columbia and the University of Exeter. The key aim of the Professional Staff Exchange Program is to develop and expand relationships between Exeter and UBCO.



In this round, we welcome applications from any professional staff at Exeter and at UBCO to undertake a staff fellowship at the partner institution in one of the following areas:

- International research program development
- Development of sustainable research facilities
- International student recruitment
- Interdisciplinary education and curriculum development

[Funding details](#)

Applications up to a maximum of **CAD \$7000 / GBP £4000** are invited.

Funding will be provided to the lead applicant who will be responsible to spend the budget according to the program requirements. UBCO employees are advised that expenses would be paid upfront with reimbursement requests submitted via Workday.

The successful applicant will remain an employee of the home institution across the full duration of the exchange at the host partner, and the salary rate will continue unchanged across the full duration of the exchange. Although the successful applicant will not be considered a member or employee of the host partner at any point during the visit, they may be granted access to resources such as IT facilities, office premises and staff services, including wellbeing and accommodation support.

Awardees must utilize the funds and complete their exchange by **July 31, 2026**. Funds that are not utilized within the specified period will be returned to their source.

[Eligibility criteria](#)

The Professional Staff Exchange Program is open to the whole staff community at Exeter and UBCO.

Eligible costs include:

- travel and subsistence costs (meals and accommodation) for the professional staff
- air travel, which must be claimed at the most economical rate available
- travel cancellation insurance and seat reservation charges accommodations
- travel health insurance for the staff if they do not receive any such benefits from their institution and/or other source
- safety-related expenses for field work, such as protective gear, immunizations, etc.;
- entry visa fees when required for the purpose of the exchange;
- meeting, venue and catering costs at host institution (up to a maximum of \$200 CAD / £100)
- childcare expenses while a chairholder who is a nursing mother or single parent is travelling:
 - the eligible cost for a single parent is limited to overnight childcare costs incurred while the chairholder is travelling;
 - the eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of childcare and airfare if applicable

The following items are not eligible for funding under this scheme:

- salaries and benefits
- third-party travel costs
- publication costs



- student fees / tuition
- student stipends for activities directly related to the exchange
- indirect costs, estates/capital costs and overheads associated with internal research facilities
- commuting costs of the faculty or research team between their residence and place of employment, or between two places of employment
- passport and immigration fees
- reimbursement for airfare purchased with personal frequent flyer points programs

Application process

Applicants will need to complete the Professional Staff Exchange Programs application form and send one email with the form and any attachments to both institutional email addresses at the same time.

Exeter: GP-Funding@exeter.ac.uk UBCO: vprawards.ubco@ubc.ca

Applicants may apply to join a specific unit or team at the Host Institution for the full duration of the planned visit or to be hosted across multiple units or teams.

Applicants should ensure that they have the support of their manager at their Home Institution as well as those who will be responsible for hosting their visit at the Host Institution, as they will be asked to provide evidence of this support in their application.

The call for applications opens on October 1, 2025 and must be submitted by midnight, November 19, 2025 (midnight, local time).

Applications will be jointly assessed by a panel of senior administrator and key academic leads for the partnership. Lead applicants will be notified within the specified timeframe (see key dates).

Key dates

Date	Activity
October 1, 2025	Calls for applications issued
November 19, 2025	Application deadline, midnight local time
December 15, 2025 (week of)	Anticipated notice of outcomes
January 1, 2026	Earliest project start date
July 31, 2026	Latest project end date (exchange and expenditures complete)
1 month after exchange	Post-project report submission deadline

Assessment criteria

You will be asked to provide details in your application how your proposed visit will:

- Facilitate sharing of best practice and experience in your field between the two institutions
- Enhance processes and activities at UBC Okanagan and Exeter
- Provide professional development opportunities
- Align with the How We Will Work pillars of the University of Exeter Strategy, including



Collaboratively, Sustainably and Digitally

- Align with the University of British Columbia Strategic Plan 2018-2028, including Inclusion, Collaboration and Innovation.

Applications will be assessed via a competitive selection process based on the following criteria:

- **Strategic Fit - Aims and Objectives:**
 - Potential to share best practice and experience in the field between the two institutions
 - Potential for professional development
 - Alignment with the strategic plan of the Home Institution
- **Quality of the plan – Purpose of the Visit; Timetable of meetings, activities, and events:**
 - Strength of the case made / scope of work; Timeliness of the visit
 - Suitability of the applicant to undertake the activities described
- **Perceived value from the investment – Outcomes:**
 - Enhanced capacity to expand upon existing or newly identified areas for collaboration relating to programs and strategic partnerships
 - Contribution towards developing a personalized and world-class international student experience

[Grant acquittal and reporting](#)

Awardees must agree to adhere to all requirements related to the receipt of funding including deadlines and procedures for acquittal of funds and reporting on outcomes.

Funding is only provided for the activities detailed in the application, unless by prior agreement. Expenditure must not exceed the value of the award.

Awardees will have to utilize the funds for the project by **July 31, 2026**. Funds that are not utilized within the specified period will be withdrawn. The home institution may, from time to time, contact award holders to monitor progress and expenditure.

Within 1 month upon completion of the exchange, awardees will be required to submit a brief report outlining the successes and outcomes of the project. A report template will be provided. This report will be utilized for the follow up of potential opportunities, reporting on outcomes and to highlight successes of the initiative between UBCO & Exeter. Details of the award will be listed on the University of Exeter Global Partnerships or the UBCO website as appropriate.

[How to spend the award](#)

- **For University of Exeter staff:** Following your acceptance of the award, an internal budget code will be provided by the Global Partnerships team for spending against. Staff will be responsible for the booking/administration of their own travel, with all reservations booked via Key Travel, as the University's sole contracted provider of travel services. All travel arrangements must be in line with the [University's travel policy](#).
- **For University of British Columbia staff:** The Office of the Vice-Principal Research and Innovation will provide successful applicants a program code that will need to be used to submit expense claims through Workday according to [UBC's travel policy](#).



Contacting the host institution

If you are interested in making an application for a UBCO Professional Staff Exchange, but you require support in making contact with potential host units or directorates at the Host Institution, Exeter staff should please contact GP-Funding@exeter.ac.uk and UBCO staff should please contact vprawards.ubco@ubc.ca for advice, and we will be happy to assist.

Considerations for grant holders and hosts

International travel - Awardees are required to abide by official reporting, insurance and registration requirements as outlined in [Exeter](#) and [UBCO travel policies](#).

Accommodations - You can seek advice from the Host Partner on matters of accommodation in either the Kelowna or Exeter areas, but please note that the Host Institutions cannot secure your accommodation for you, and do not have visiting staff housing available on campus. You may consider short-let apartments or hotels, and the Host Institution can advise on locations and travel time to and from campus. Consider the cost for accommodation will likely increase in the summer months.

Budget and duration of visit - In drafting your budget, please provide examples of actual costs whether for accommodation, local transport and international travel. There is no fixed duration for UBCO Professional Staff Exchange, but it is suggested that, in order to keep within the maximum budget, your visit should last between one and two weeks.

IT - Please contact the Host Institution if you have any questions on IT resources that might be available to you, access to physical office space and staff support while you are on your visit.

Management approvals - In your application, you'll be asked to confirm that you have the support of your Line Manager and Head of your Professional Services Unit or Division to undertake this exchange. While you are away, you will not be expected to maintain your working responsibilities at your home institution concurrently, and your Line Manager will be expected to manage and temporarily reallocate any responsibilities while you are on your exchange.

Please note that the expectation would be that you are physically engaged at the Host Institution campus for the duration of your Fellowship and embedded with staff members at the Host Institution, and you are not expected to work remotely for the Host Institution while on your Fellowship.

Reporting and mentorship - Upon completing your visit, you will be asked to complete a brief Narrative and Expenditure Report outlining your activities and costs incurred throughout your Fellowship. You will also be asked to be available during future rounds of the funding opportunity to share your experiences and advice with prospective applicants.

Contacts

Please consult your home institution contacts if you would like any additional information.

Exeter: Stuart Westhead (Global Partnerships Regional Head – North America & Europe)
S.westhead@exeter.ac.uk; Global Partnerships GP-Funding@exeter.ac.uk

UBCO: Pierre Rondier (Manager, Strategic Initiatives & Operations) pierre.rondier@ubc.ca; Office of Research and Innovation, Strategic Initiatives Team vprawards.ubco@ubc.ca