The Research Grants Team: Who We Are And What We Do
Why have a Research Grants Team?

- Researchers need financial support to conduct their research
- Funding bodies support research appropriate to their areas of interest on a competitive basis
- Research grants are awarded to the University on behalf of the researchers with the best research projects, and the best grant applications
- These grants need to be managed in accordance with funding body conditions of award and University policy
What Type of Grants Do We Handle?

- Research-driven grants only …

… not Grants driven by other motivations!
Where Do Our Grants Come From?

External Research Grants:

- Australian Government
- Australian Research Council
- IELTS
- Australian Government
- National Health and Medical Research Council

... and a myriad other external funding bodies

Internal Research Grants:

- Macquarie University
Research Grants Team Structure

• Grants Development:
  - Everything that happens before a grant is awarded

• Grants Management
  - Everything that happens after a grant is awarded
Research Grants Development

• Jennifer Newton, Manager, Research Grants

• Kyle Ratinac, Research Grants Development Officer

• Stoy Drinic, Research Grants Development Officer
Research Grants Management

• Phyllis Heggie, Research Grants Management Coordinator

• Ruolan Lan, Research Grants Management Officer

• Benjamin Thatcher, Research Grants Management Assistant
Role of the Grants Team

- We are vital to Macquarie’s Research Strategic Plan Vision of being, at age 50 in 2014:
  - ranked among the top eight research intensive universities in Australia; and
  - ranked in the top 200 research intensive universities in the world
Role of the Grants Team

- We aim to increase the University’s external funding for the highest quality research

- by assisting its researchers to explore funding opportunities and to develop research grant applications
Role of the Grants Team

• We also administer all of Macquarie's research grants for the duration of each project, including
  - milestone management
  - problem solving
  - close off
Internally, We Liaise With

- DVCR and his Office
- Individual Researchers
- Faculty Executive Deans
- Faculty Research Managers
- Associate Deans (Research)
- Other Research Office Teams
- Human Resources
- Office of Financial Services
- Office of Facilities Management
- Higher Degree Research Office
- Enterprise Partnerships & Commercialisation
- Central Records Office
- Learning and Teaching Centre
Externally, We Liaise With

- Funding bodies
- Government departments
- Research Office staff at other universities
- Individual researchers from other universities
- Aspiring fellowship applicants
- Collaborating institutions
- Partner Organisations
Grants Development Responsibilities

• Advertise funding opportunities
  - Via email
  - Via web page

• Answer enquiries
  - Via phone
  - Via email
  - In person

• Accept, review, process, and submit applications
Grants Development Responsibilities - Before Submission

- Assist academics with proposal development and preparation
- Review draft applications and provide feedback
  - Strategic advice on content
  - Budget advice
  - Compliance
  - Negotiate/navigate funding body electronic submission systems
Grants Development Responsibilities – Before Submission

• Review final applications
• Organise DVCR certification
• Enter application details in IRIS
• Submit applications
• File applications pending outcomes
Grants Development Responsibilities - Internal Scheme Split

- **Jennifer Newton**
  - MQ Research Fellowships
  - MQ Outside Studies Program
  - MQ Partnerships Seeding Grants

- **Kyle Ratinac**
  - MQ New Staff Grants
  - MQ Safety Net
  - MQ Co-Funding Scheme

- **Stoy Drinic**
  - MQ VC’s Innovation Fellowships
  - MQ Research Centres
  - MQ Research Development Grants
  - MQ Research Infrastructure Block Grant
Grants Development Responsibilities - After Submission

• Review assessors’ reports for ARC Discovery Projects, Linkage Projects and Discovery Indigenous Researcher Development applications

• Review rejoinders to assessors’ reports and provide feedback to applicants

• Submit rejoinders
Grants Development Responsibilities – Other

- Organise and present information sessions:
  - Funding schemes
  - Grant writing
  - Budgets
  - Rejoinders
  - Internal procedures
Grants Management Responsibilities - Outcomes Received

- Outcomes may be received in the following ways:
  - directly from the researcher
  - directly from the funding body
  - from the Contracts Team
  - from the DVCR
Grants Management Responsibilities - Outcomes Received

- Disseminate results
  - Letter of notification (both good and bad news)
  - Letter of offer
- File creation if successful
- Update IRIS
- Liaise with DVCR, Contracts and Ethics
Grants Management Responsibilities - Faculty Split (subject to change)

• Phyllis Heggie
  - Arts
  - Business and Economics
  - Australian School of Advanced Medicine and clinical trials
  - Troubleshooting for all Faculties

• Ruolan Lan
  - Human Sciences
  - Science
Grants Management Responsibilities – Multi-Institutional Agreements (MIAs)

• We are now responsible for MIAs on projects with no commercial partners, eg ARC Discovery Projects

• A MIA is entered into when Macquarie is working with other institutions on a funded project

• It is a requirement of both the ARC and NHMRC funding rules
Grants Management Responsibilities – Multi-Institutional Agreements

MIAs must:

• Outline the roles and research undertaken by each organisation

• Outline payment of salaries for ARC Fellows

• Describe the Intellectual Property arrangements that apply
Grants Management Responsibilities – Multi-Institutional Agreements

• Allow the Administering Organisation to comply with its obligations

• Have Chief Investigators agree on the split of funds between the institutions

• Notify the Office of Financial Studies when a MIA is signed so invoices can be processed
Grants Management Responsibilities – Variations

• Over the duration of a project, changes in circumstances may necessitate a Variation Request, eg:

  - Change of Personnel
  - Parental Leave
  - Deferred Start, Part-Time Work and/or Suspension of Fellowship
  - Budget Variation
  - Relinquishment or Termination of Funding (eg Partner Organisation pulls out; sole CI moves overseas)
Grants Management Responsibilities - Reporting

• **End-of-Year Financial Reports**
  - ARC and NRMRC reports/annual financial acquittal both due 31 March each year
  - Includes Carry Forward requests

• **Progress Reports**
  - Annually
  - ARC due 31 January
  - NHMRC due 31 March
  - Internal throughout the year

• **Final Reports**
  - Six months after end date for most schemes
Grants Management Responsibilities - Carry Forwards

• A Carry Forward request is necessary when funds will not be spent by the project’s end date

• Internal Grants
  - only approved in exceptional circumstances
  - at the discretion of DVCR

• External Grants
  - mostly via the End-of-Year Financial Report (end March)
  - at other times, documents required include covering letter from Director Research Office, letter from lead CI and written agreement from all CIs
Grants Management Responsibilities

Transfers

- Transferring an ARC Grant from Macquarie to another eligible institution and vice versa

  - Initiated by Lead CI who leaves or joins Macquarie

  - Agreed and signed by all parties involved

  - Takes time (at least 1-2 months) and the Grants Team should be notified as soon as possible.
Calendar of Major Grants Team Activities

External Schemes Activity
Internal Schemes Activity
Grants Management Activity
January

- ARC Discovery Projects: Eligibility Exemption Requests
- NHMRC Research Fellowships: Applications
- ARC Discovery Projects and Linkage Projects Progress Reports
- MQ Partnerships Seeding Grants: Applications open all year
- MQ Research Panels Membership: letters of invitation; letters of thanks
February

- MQ New Staff Grants, Round 1: Update funding rules and application form
- MQ Research Development Grants (MQRDG): Update funding rules and application form
February

- ARC Discovery Projects: Review of draft proposals; feedback to applicants
- ARC Future Fellowships: Eligibility Exemption Requests
- NHMRC Project Grants: Review of draft proposals; feedback to applicants
- NHMRC Equipment Grants: Applications
March

• ARC Discovery Projects: Applications
• NHMRC Project Grants: Applications
• NHMRC Career Development Awards (CDA): Applications
• ARC Discovery Indigenous Researchers Development (DIRD): Eligibility exemptions
March

- ARC End-of-Year Financial Report
- NHMRC End-of-Year Financial Report
- ARC Centres of Excellence Annual Reports
- NHMRC Progress Reports
- NHMRC Equipment Grants: Outcome advice
April

- MQ Research Development Grants Scheme: Applications
- MQ VC's Innovation Fellowships: Update funding rules and application form
- MQ New Staff Grants, Round 1: Applications
- ARC Super Science Fellowships: Outcome advice
- MQ Research Fellowships (MQRF): Update funding rules; expression of interest & application forms; associated documentation
- ARC Future Fellowships: Applications
April

- ARC Linkage Projects, Round 1: Eligibility Exemption Requests
- ARC Linkage Infrastructure, Equipment and Facilities (LIEF): Expressions of Interest
- NHMRC Training Fellowships: Applications
- MQ New Staff Grants, Round 1: Applications
- MQ New Staff Grants, Round 1: Panel overview meeting
- MQ Research Development Grants: Applications
May

- MQ Research Development Grants: *Panel overview and assessment meetings*

- MQ New Staff Grants, Round 1: *Panel assessment meeting*
May

- ARC LIEF: *Full applications*

- ARC Linkage Projects, Round 1: *Applications*

- ARC DIRD: *Applications*

- MQ New Staff Grants, Round 1: *Outcome advice*
June

- MQ Research Fellowships: Expressions of Interest
- MQ Research Fellowships: Panel overview meeting
- MQ Research Development Grants: Outcome advice
- MQ New Staff Scheme: Project Management Workshop
- ARC Final Reports
- NHMRC Final Reports
- NHMRC Equipment Grants: Acquittals
July

• MQ Research Fellowships: Panel shortlist meeting
• MQ Research Fellowships: Expressions of Interest outcome advice
• MQ Research Infrastructure Block Grants (RIBG): Update funding rules and application form
• MQ Outside Studies Program (OSP): Applications
• MQ VC’s Innovation Fellowships: Applications
• MQ VC’s Innovation Fellowships: Panel overview meeting
• ARC Australian Laureate Fellowships: Outcome advice
July

- MQ Research Centres Scheme (MQRC): Update funding rules and application form
- MQ OSP: Final reports
- ARC Discovery Projects: Rejoinders
- ARC DIRD: Rejoinders
- NHMRC Program Grants: Applications
- NHMRC Development Grants: Applications
- NHMRC Scholarships: Applications
August

- MQ New Staff Grants, Round 2: Update funding rules and application form
- MQ Research Fellowships: Full proposals
- MQ VC’s Innovation Fellowships: Panel shortlist meeting and interviews
- NHMRC Researcher Support Schemes: Mid-term progress reports
- MQ OSP: Outcome advice IRIS update
- ARC Discovery Projects: Resource pack preparation begins
September

- MQ Research Centres: Applications
- MQ Research Fellowships: Panel overview meeting
- ARC Linkage Projects: Eligibility Exemption Requests
- MQ RIBG Grants: Applications
- ARC Future Fellowships: Outcome advice
- MQ VC's Innovation Fellowships: Outcome advice
October

- MQ RIBG Grants: Panel overview meeting
- MQ RIBG Grants: Panel assessment meeting
- MQ Research Centres Scheme: Panel overview meeting and Interviews
- MQ New Staff, Round 2: Applications
- ARC & NHMRC End-of-Year Financial Reports: Process begins
- MQ RIBG Grants: Outcome advice
- MQ Research Centres Scheme: Outcome advice
October

- MQ Research Fellowships: Panel assessment meeting
- MQ Research Fellowship: Full proposal outcome advice
- MQ RIBG: Outcome advice
- MQ Research Centres: Outcome advice
- ARC Discovery Projects: Outcome advice
- NHMRC Project Grants: Outcome advice
- MIAs for successful ARC DPs: Process begins
November

- MQ Safety Net: Applications
- MQ New Staff, Round 2: Panel assessment meeting
- MQ New Staff, Round 2: Outcome advice
November

- ARC Linkage Projects, Round 2: Applications
- ARC Australian Laureate Fellowships: Applications
- ARC Linkage Infrastructure, Equipment and Facilities (LIEF): Outcome Advice
December

• ARC Australian Laureate Fellowships: Applications
• MQ Linkage Projects Seeding Grants, Round 2 - Stage 2: Applications
• MQ Research Panels: Review of panel memberships
• MQ Safety Net: Outcome advice
• MQ New Staff, Round 2: Project Management Workshop
Overall Application Statistics

• Since January 2012, the Research Grants Development Team has assigned IRIS numbers to more than xxx application records
Recent Developments

- Team now at full complement
- Web page enhancements continuing
- Library of Successful Applications growing
- Documenting Procedures for both Grants Development and Grants Management
- Streamlining operations, eg data cleansing and integrity; integration with OFS, Ethics, Contracts, etc
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