Request for discretionary funding from the DVCR
Guidelines & Application Form

Note: You must speak to the Associate Dean Research in your faculty before completing the request form

Purpose

These guidelines set out the requirements and process for requesting discretionary funding from the DVCR. Direct approaches to the DVCR are not appropriate.

Application guide

Requests that do not include some contribution from the Faculty and or Department are much less likely to be successful. Co-investment is expected.

The maximum grant period is one year.

Requests for conference funding will not normally be considered.

Requests should be justified in terms of their contribution to research at Macquarie, covering future funding opportunities, research outputs, including publications and/or creative works, and collaborative links and partnerships.

Process

1. Discuss your proposal with the Associate Dean Research for your Faculty.
   \textit{NOTE: This is an essential step and must not be neglected.}
2. Complete the request for discretionary funding form.
3. Request for discretionary funding to be emailed to Manager Pre-Award, Research Office (Julian Zipparo) by CoB each Thursday. Request to be made on Request for Discretionary Funding Template and to cover:
   a. Project details (title, short outline)
   b. Funding requested from DCVR
   c. Funding requested from funding body
   d. Funding to be provided by faculty/department
   e. In-kind contributions to be made by the University
   f. Any funding to be provided by any other organisation
   g. Justification including reference to outputs, income, and personnel
4. DVCR to consider and normally will make decision by the week following receipt of requests.
Request template

Requests for discretionary funding from the DVCR must be made on the Request for Discretionary Funding template found below.

Reporting and conditions of award

Future internal funding from any Macquarie internal research funding scheme is conditional on meeting the reporting obligations associated with any discretionary funding provided by the DVCR.

A final report must be submitted to the Research Office within six months of completion of the grant term (as specified in the letter of offer). This report must specifically address the justification for the request provided in answer to question 9 of the template.

In acceding to a request for discretionary funding, the DVCR may stipulate other conditions of award. Conditions of the award will be contained in the letter of offer to the applicant.