Partnership Seeding Grants Scheme
Funding Rules 2014

Submission: Only electronic copies will be accepted. You must complete the application form and submit it via email to research.preaward@mq.edu.au (and copy to the lead Chief Investigator’s Faculty Research Manager). Hard copies will not be accepted.

Applications may be submitted at any time.
Outcomes are normally expected within three weeks of submission.

Certification: You must also complete a MQ coversheet, which is accessed via: http://research.mq.edu.au/for/researchers/how_to_obtain_research_funding/applying_for_a_grant/research_grant_application_cover_sheet

Research Office Administrative Contact:

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Executive Summary

The Partnership Seeding Grant Scheme allows researchers to apply for up to $10,000 to support the development of partnerships with external stakeholders, with the view to conducting a funded research project.

Macquarie University academic staff are eligible to apply, as long as they meet the conditions outlined in Section 3.

Applications must be developed in conjunction with, your Faculty Head of Partnerships and Development or a Research Office Research Partnerships Manager (see page 1).

Funding can be requested for a variety of purposes including travel, workshop costs and teaching relief. See Section 6 for further information.

A final report must be submitted to the Research Office via research.postaward@mq.edu.au.

1. Purpose of scheme

Macquarie University is seeking to develop research partnerships with external organisations.

The Partnerships Seeding Grant scheme is designed to support Macquarie University staff to develop partnerships with identified external partners, with a view to conducting a funded research project.

2. Funding

2.1 The maximum amount that may be applied for is $10,000.

2.2 The grant period is six (6) months. The grant end date will be stated in the Letter of Offer.

3. Eligibility

3.1 Chief Investigators

3.1.1 To be eligible to apply for a Partnership Seeding Grant, applicants must be a member of the University's academic staff, holding a continuing or fixed-term appointment for the duration of the grant.

3.1.2 At the time of submission, applicants must not have any outstanding progress and/or final reports for previous external and internal grant funding. Applications that do not meet this condition will be ruled ineligible and will not be assessed.

3.1.3 Applications will not be accepted unless developed in conjunction with your Faculty Head of Partnerships and Development or a Research Office Research Partnerships Manager

3.1.4 A Partnership Seeding Grant may be held concurrently with any other Macquarie University research grant.

3.1.5 Researchers enrolled for undergraduate or postgraduate degrees are not eligible to apply.
3.1.6 Partnership Seeding Grant funds may not be used to support research towards a higher degree.

3.1.7 No more than two (2) Partnership Seeding Grants may be held at any time.

3.2 **Partner Organisations**

3.2.1 Partner Organisations are not restricted to industry. Partner Organisations must be end-users of research outcomes. They may belong to a variety of areas including community groups, small business enterprises, and even charities.

3.2.2 Each application must identify at least one proposed Partner Organisation.

3.2.3 Applications involving a Partner Organisation with which the applicants have not previously collaborated will generally be looked upon more favourably than those proposals that involve a Partner Organisation where a previous or current relationship exists with the applicants.

4. **Selection Criteria**

Applications that meet the eligibility criteria will be assessed using the following selection criteria:

- Feasibility of the plan to secure a Partner Organisation
- Quality of the proposed research
- Strength of the track record of the applicant(s), relative to opportunity
- Budget and budget justification

5. **Budget**

A maximum of $10,000 may be applied for.

Two basic principles must be used in determining and justifying budgets. These are:

- accurate costing; and
- a clear explanation of the reasons for all proposed expenditure in relation to the research plan.

Funding will support the costs of developing a relationship with an external organisation. These costs may include costs of travel to meet with the partner(s), workshops involving Macquarie researchers and partners, communication and administrative costs, and teaching relief as appropriate. Other justifiable activities may include the costs of collaborative research that will enable key results to be produced and/or key methodologies to be demonstrated, either of which will underpin the proposed research relationship.

Please note that costs of the external Partner Organisation(s) will not be met under any circumstances.

6. **Application Preparation & Submission**

6.1 Applications consist of:

- Application Form
- One page CV for each Chief Investigator

6.2 All applicants are encouraged to take advantage of any mentoring or other grant writing assistance provided within their Faculty prior to submitting an application to this
(or any other) research grant scheme. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

6.3 All text within the application form and CVs must be a minimum of size 12, and must be in a highly legible font type, such as Arial or Times New Roman.

6.4 Great care should be taken in preparing the application form. The application must be informative to non-experts in the field, such that assessors can understand what it is that the applicant is proposing to do, and how this might be achieved.

6.5 The application must be submitted electronically, emailed to research.preaward@mq.edu.au (cc your Faculty Research Manager).

Please note that hard copy applications will not be accepted and incomplete applications will be deemed ineligible.

7. Certification

Applicants must submit a completed MQ coversheet, which is available at http://research.mq.edu.au/for/researchers/applying_for_grants/research_grant_application_cover_sheet4

9. Assessment Process

Assessment of Partnership Seeding Grant applications will be undertaken by a panel consisting of the Deputy Vice-Chancellor (Research) and/or the Heads of Partnerships and Development from the Sponsored Research Team and/or researchers who have developed successful partnerships in the past.

Feedback will be provided in applicant Outcome Letters.

Outcomes are to be expected four (4) weeks from the submission of an application.

10. Appeals

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only. To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked “Confidential Appeal”, should be submitted as an email attachment to julian.zipparo@mq.edu.au.

11. Conditions of Award

11.1 Carry Forward  Awards made under this scheme will run for six months. Grants must be fully expended by the end of the funding period and no requests for carry forward will be considered.

11.2 Final Report  A Final Report, setting out what has been achieved through use of the grant funds against the specified purpose and goals for which the grant was awarded, must be submitted to the Research Office within one month of the grant end date, using the form available from the Research Office website at: http://www.research.mq.edu.au/researchers/funding/internal/forms.

11.3 Additional Conditions of Award  The assessment panel, in recommending the award of an MQ Partnerships Seeding Grant, may stipulate other conditions of award for approval of the DVC (Research). Conditions of the award will be contained in the letter of offer to the applicant.
11.4 Website Publication  Summary information about successful applicants and their grants will be published on the Research Office website.

12. Privacy policy

The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Commonwealth Government’s National Privacy Principles (NPPs) and other statutory provisions relating to ethics and biosafety.

As part of the assessment process, the Research Office may provide the Panel with its record of the details of the applicant’s funding and publications history. This action is consistent with the provisions of the NPPs.

13. Ethics

Macquarie University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation and guidelines, and satisfy the guidelines of external funding agencies such as the National Health and Medical Research Council (NHMRC). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee.

University Animal Ethics, Human Ethics and Biosafety Committees
Researchers should consult the Animal Ethics Committee, Human Ethics Committee and Biosafety Committee web pages to determine whether their research is subject to the respective guidelines and review processes. If the proposed research requires human, animal or biosafety ethical approval, the grant will not commence until approval has been obtained. Please contact the Ethics Secretariat for further information.

Research Integrity
Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct. All researchers, research coordinators and supervisors of postgraduate students should be familiar with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines. These conditions include compliance with the Macquarie University Code for the Responsible Conduct of Research.