Research Development Grants (MQRDG) Scheme

Funding Rules 2015

Submission: Only electronic copies will be accepted. You must complete the prescribed application form and submit it as a PDF (converted not scanned) via email to research.preaward@mq.edu.au by the closing date (CC: to the Lead CI’s Faculty Research Manager). Hard copies will not be accepted.

Certification: You must also complete a MQ Application Coversheet and submit it by the lead CI’s Faculty’s internal deadline.

Research Office Contact:

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Ms Georgie Chinchen</th>
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</thead>
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<td>9850 4462 (ext. 4462)</td>
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<td><a href="mailto:research.preaward@mq.edu.au">research.preaward@mq.edu.au</a></td>
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Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Closing Date</td>
<td>Wednesday 15th October 2014</td>
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<tr>
<td>Research Office Closing Date</td>
<td>5pm, Wednesday 29th October 2014</td>
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<tr>
<td>Notification of Results</td>
<td>Early December 2014</td>
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<tr>
<td>Progress Report Due</td>
<td>31st January 2016</td>
</tr>
<tr>
<td>Final Report Due</td>
<td>Within 6 months of completion of grant</td>
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<td>Application for External Funding Due</td>
<td>31st December 2017</td>
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Executive Summary

The Macquarie University Research Development Grants (MQRDG) Scheme allows Macquarie University staff to apply for up to $50,000 over a two-year period, to develop a research project into a viable proposal for substantial external funding.

In 2014, academic staff appointed at levels A, B or C are eligible to apply for funding as Chief Investigators. Academic staff appointed at Level D or E can be listed as Associate Investigators only. Further eligibility criteria apply - see Section 3 for full information.

Professional Staff are eligible to apply for funding if their application meets the criteria as outlined in Section 3.9.

Research project costs can include requests for personnel (other than salary support for named investigators), teaching relief, equipment, maintenance and travel.

To accept funding under this scheme, MQRDG recipients must agree to the following conditions – see Section 11 for further information.

- A substantial application to an external funding body, as defined in Section 1.1, must be made within one year following the conclusion of a MQRDG project.
- A Progress Report must be submitted to the Research Office
- A Final Report must be submitted to the Research Office
1. Purpose of scheme

1.1 The Macquarie University Research Development Grants (MQRDG) Scheme assists Macquarie University staff to increase their competitiveness in attracting external research funding.

The Scheme enables researchers to develop a research project into a viable proposal for submission to an external funding body e.g. ARC Discovery Projects, ARC Discovery Early Career Researcher Awards, NHMRC Project Grants, and other Australian Competitive Grants (ACG) or significant non-ACG grants. The submission of an application for substantial external funding by 31 December 2017 is a Condition of Award, see Section 11 for further information.

1.2 The ARC Linkage Projects Scheme is not a suitable target for external funding. Potential ARC Linkage Projects applicants should instead apply for support under the MQ Partnership Seeding Grants Scheme or the MQ Enterprise Partnerships Scheme.

2. Funding

2.1 The maximum amount that may be applied for is $50,000 over a two-year period (max of $25,000 each year). The funding allocation period is as follows:

<table>
<thead>
<tr>
<th>Funding Commences</th>
<th>Funding Concludes</th>
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<tbody>
<tr>
<td>1 January 2015</td>
<td>31 December 2016</td>
</tr>
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3. Eligibility

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

3.2 If the applicant’s current term of employment expires prior to 31 December 2016, the applicant must demonstrate (in the Approach & Methodology section) how the proposed project will be completed in a reduced time frame. See Section 11.4.3 for further specific award conditions.

3.3 Academic staff appointed at Levels A, B or C are eligible to apply as Chief Investigators.

3.4 Academic staff appointed at Levels D and E can only be listed as Associate Investigators.

3.5 MQ honorary staff can be named on the research team as a Macquarie University Chief Investigator, but not as the lead Chief Investigator. Section 3.3 and 3.4 must be abided by.

3.6 Partner investigators and non-Macquarie Chief Investigators may be named on the research team (as Associate Investigators) as an indication of current or potential collaboration. Under no circumstances will successful MQRDG funding be transferred to an external institution.
3.7 Postdoctoral fellows (with the exception of Macquarie University Research Fellows) are eligible to apply for MQRDG support.

3.8 Applicants holding part-time or fixed-term appointments, e.g. researchers employed through another grant, must also submit with their application a one-page statement signed by the applicant’s immediate supervisor and Head of Department.

The statement must certify that the applicant has sufficient time to undertake the proposed MQRDG project, within the context of their existing research and/or teaching responsibilities, and must also confirm that the applicant has access to the basic infrastructure resources necessary to pursue the new project to successful completion.

3.9 Professional staff are eligible to apply for research support under MQRDG provided that their application is accompanied by a statement certified by their supervisor and Head of Department/Office to the effect that:
- the project is research-driven;
- the applicant has available time outside their duties and the capability to undertake the research;
- adequate resources are available within the Department/Office to carry out the research; and
- a strong case can be made that the applicant/s is/are in a position to pursue a longer term research program consistent with gaining external funding.

Where more than one Department or Office is involved, all relevant Heads of Department/Office must certify that the above conditions have been met.

3.10 Sole Chief Investigator applications are accepted.

3.11 MQRDG funds may not be used to support research towards a higher degree.

3.12 Chief Investigators may only be named on one MQRDG award or application at any one time, regardless of whether this is as the lead Chief Investigator or as a member of a research team.

3.13 Associate Investigators may only be named on two MQRDG awards or applications at any one time.

3.14 Chief Investigators who have previously held a MQRDG are only eligible if at least 12 months has elapsed since the end date of their last successful MQRDG grant, and they have fulfilled the conditions of award associated with that grant.

3.15 Projects that have received funding under the MQ Safety Net Scheme, MQ Partnership Seeding Grants Scheme or the MQ Enterprise Partnerships Scheme are not eligible for MQRDG funding.
4. **Application Preparation / Project Outline**

The Project Outline

4.1 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.

4.2 Great care should be taken when preparing the application. All information must be set out simply and clearly, in plain English and accessible 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.

4.3 The outline of the proposed project should clearly state the following information in no more than four and a half pages:
   - Project title
   - Background
   - Project aims, significance and innovation, and expected outcomes
   - Approach and methodology
   - References

5. **Selection Criteria**

Grants will be allocated based on the following criteria:

*Track record of applicant(s) relative to career stage and opportunity (40%)*

The application demonstrates:
   - A strong research publication record, relative to career stage/opportunity.
   - An excellent record of attracting resources for support of research, relative to career stage/opportunity.
   - Other evidence of capacity and expertise to undertake the proposed research.

*Project aims, significance and innovation, and expected outcomes (20%)*

The application demonstrates that:
   - The research is significant and addresses an important problem within the research area.
   - The research is novel and innovative.
   - The anticipated outcomes advance the knowledge base of the discipline and/or develop new methodologies or technologies, and/or advance processes or therapies in practice and/or contribute to public policy and debate, business or industry thinking or practice, or community understanding or behaviour.
   - The application demonstrates outcomes that benefit Australia, including contributions to the Commonwealth Government’s Strategic Research Priorities and international links.
**Approach and methodology (20%)**

The application demonstrates that:
- The conceptual framework, design and methods are well developed and are integrated and appropriate to the aims of the project.
- The proposed time-line of activities appears realistic and achievable.

**Role of personnel and training (10%)**

- The role, responsibilities and contributions of each CI and the roles and levels of involvement of other participants, such as technical staff, are appropriate to the requirements of the project.
- The application demonstrates how mentoring relationships will be established, and how junior members of the team will benefit from the project.

**Strategy and schedule for attracting substantial external funding (10%)**

The application demonstrates that there is a clear and achievable strategy and schedule for attracting substantial external funding. Applicants should also identify potential sources of support.

**6. Budget**

**General Information**

A maximum of $50,000 may be applied for over the two-year project duration (maximum of $25,000 each year).

Two basic principles must be used in determining and justifying budgets. These are:
- accurate costing; and
- a clear justification for all proposed expenditure in relation to the research plan.

Justification of a budget is not merely stating proposed expenditure. Researchers must provide details of particular grades or types of expenditure and an explanation as to why that particular expenditure is essential in relation to the aims and the research plan of the project.

**Personnel**

Applicants should indicate the level and duration of assistance required and cost it accordingly. These requests must also include allowance for on-costs, workers' compensation, payroll tax and superannuation. Vague, unspecific requests for assistance will not be supported. Applicants should contact their Faculty Finance Manager if they require additional information.

The University will not fund requests for CI or AI salaries.

**Teaching Relief**

Teaching relief will only be funded where researchers have specified, and strongly justified exactly why teaching relief is essential for the research project. The applicant
must justify why the proposed tasks cannot be undertaken within their current approved workload allocation.

Support for teaching relief must be certified by the Head of Department and Executive Dean of Faculty via the MQ Application Coversheet.

All requests for teaching relief must specify the number of hours of teaching for which relief is sought, together with an estimate of the costs involved, calculated at the appropriate academic award (casual or part-time) rate and including statutory on-costs. Applicants who require additional information should contact their Faculty Finance Manager.

Equipment
Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the budget justification. Quotation requirements are as per the Macquarie University Quotations Policy. Applicants are reminded that all equipment purchased with research grants remains the property of Macquarie University.

Applications requesting computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed project.

Only enter equipment costing $1,000 or more in this section. The maximum that may be requested each year is $5,000.

Maintenance
Consumables and any equipment costing less than $1,000 should be listed in this section. Each of these items must be fully justified.

Travel
Request for travel funds will only be considered when the travel is directly related to the research project. As with all items requested, award of funding is based on the justification and is awarded at the discretion of the Panel.

Any funds awarded for travel are subject to the Macquarie University Travel Policy and Travel (Per Diem) Schedule.

OSP
MQRDG funding cannot be used for travel between Australia and the approved OSP location.

The Panel will consider applications for travel support from the OSP location to other destinations where the applicant wishes to carry out fieldwork or consult primary data sources in locations remote from the OSP location.

Visiting Researchers
Applicants may request funding to assist with the costs of bringing a research collaborator (or collaborators) from interstate or overseas to Macquarie. The visit must
take place during the grant funding allocation period (without exception). Visiting researchers will be appointed via normal Faculty procedures.

Requests for short visits for the purposes of general networking, meetings, and the strengthening of collaborative links are not supported by the MQRDG scheme.

A maximum of $2,500 may be applied for to support travel costs of visiting researchers. A maximum of $700 per week (for a total of 8 weeks) may be requested to cover living expenses for the visiting researcher.

Requests for visiting researcher support must clearly identify the role of the visitor within the project plan in terms of the research to be undertaken, the expertise of the visiting researcher and outcomes to be achieved across the duration of the visit.

Please attach to the application a two-page informative CV and a list of refereed publications (since 1 January 2010) for the proposed visitor.

7. Application Process

Please note hard copies will not be accepted.

The application form is available electronically on the Research Office Website.

Applications must be in the prescribed format using no smaller than 12-point Arial font, and the layout of the form must not be altered. References may be reproduced in 10-point font size.

The application must be submitted electronically, emailed as a PDF attachment (converted not scanned) to research.preaward@mq.edu.au (CC: your Faculty Research Manager) by the Research Office Closing Date:

| MQRDG Closing Date | 5pm, Wednesday 29th October 2014 |

Late applications will not be accepted and incomplete applications will be deemed ineligible.

Please be aware of the Faculty deadline, which is two weeks earlier than the Research Office deadline (Wednesday 15th October 2014).

8. Certification

In addition to completing an application form, you must also complete and submit a MQ coversheet by the lead CI’s Faculty deadline. The MQ coversheet can be accessed via: http://research.mq.edu.au/for/researchers/applying_for_grants/research_grant_application_cover_sheet4
9. **Assessment Process**
The MQ Research Projects Panel will assess all eligible MQRDG applications. Following review of the applications, the Panel will meet to make recommendations for funding. The final endorsement of the recommendations will be made by the Deputy Vice-Chancellor (Research).

The Panel may co-opt additional members from among Macquarie University academic staff to assist with the assessment process.

| MQRDG Notification of Results | Early December 2014 |

10. **Review of Outcome**
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, Manager, Pre-Award.

11. **Conditions of Award**

11.1 Application for External Funding
Grant Recipients must submit an application for substantial external funding to the ARC Discovery Projects Scheme, ARC Discovery Early Career Research Award Scheme, NHMRC Project Grant Scheme, other Australian Competitive Grants (ACG) or non-ACG by 31 December 2017. Macquarie University must be the Administering Organisation on this application.

11.2 Variation
Requests for variation of expenditure must be submitted on the appropriate form.

A request is required only when a change to the budget category is necessary; for example, using the funds for travel instead of personnel, where travel was not included as a budget item in the application. Requests must be fully explained and justified. Requests must be accompanied by a letter of support from the Head of Department.

Questions relating to Variations should be directed to the Postaward Team via research.postaward@mq.edu.au.

11.3 Carry Forward
Successful grant recipients are expected to manage their research projects to completion within the twenty-four month period of the grant. Therefore funds must be fully expended within the allocated funding period.

Carry forward of funding beyond the twenty-four month funding period is strongly discouraged, and will be approved only in exceptional circumstances that were beyond the control of the researcher.
Grant recipients who need to apply for a carry forward must contact the Postaward Team via research.postaward@mq.edu.au.

An approved extension of the term of funding will result in a corresponding extension of the period of ineligibility for reapplication to the MQRDG scheme. The one year period of ineligibility will apply from the final date of the extended funding term.

11.4 Reporting

11.4.1 Progress Report
Grant Recipients are required to submit a Progress Report to the Research Office by 31 January 2016.

The report should describe outputs and outcomes relating to the original aims outlined in the application.

The Progress Report template may be downloaded from the Research Office Website.

11.4.2 Final Report
Grant Recipients are required to submit a final report to the Research Office within six months of completion of the grant.

The report must specifically address the projected outcomes as identified in the initial application and provide evidence that credible external funding opportunities have been actively pursued. Failure to submit a Final Report by the due date will result in ineligibility for subsequent rounds of funding, at least until the Final Report is received.

The Final Report template may be downloaded from the Research Office Website.

11.4.3 If a Grant Recipient’s term of employment expires before the allocated funding period i.e. 31 December 2016, a final report must be submitted to the Research Office, at least three weeks prior to their employment expiration date.

11.5 Additional Conditions of Award
The Assessment Panel, in recommending the award of a MQRDG, may stipulate other conditions of award for approval of the Deputy Vice Chancellor (Research). Conditions of the award will be contained in the Letter of Offer to the applicant.

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.

14. Faculty Research Managers

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<tr>
<th>Faculty</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Arts – Gill Ellis</td>
<td><a href="mailto:artsro@mq.edu.au">artsro@mq.edu.au</a></td>
</tr>
<tr>
<td>Business &amp; Economics – Kerry Todd-Smith</td>
<td><a href="mailto:fberu@mq.edu.au">fberu@mq.edu.au</a></td>
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<td>Human Sciences – Colm Halbert</td>
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<td>Medicine &amp; Health Sciences – Kyle Ratinac</td>
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<tr>
<td>Science – Irina Zakoshanski</td>
<td><a href="mailto:sci.research@mq.edu.au">sci.research@mq.edu.au</a></td>
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