2014 Faculty Small Grant Scheme (FSGS)

Guidelines for Staff

1. Eligibility

- All VCA-MCM academic staff members whose employment contract specifies that they must undertake research are eligible to apply through the Faculty Small Grant Scheme (FSGS). This scheme does not provide funding for research activities undertaken whilst on leave, such as long service leave.
- Staff who are awarded SSP funding may not apply to the FSGS in the same year.
- Staff who are not on continuing appointments are eligible to apply if they have a reasonable expectation that their appointment will continue for six months from the deadline. If successful, funding may be awarded on a pro-rata basis according to the duration of appointment.
- Sessional, casual and honorary staff are ineligible for funding from this scheme. These staff should make an application through this process, however, and the FSGS Committee will consider all timely applications by these staff, then make a recommendation to the relevant Director, who may award funding from another source.

2. Use of Funds

The FSGS aims to support academic and research staff to undertake and successfully complete research projects by funding on a competitive basis:

- Support costs of a research project, for example:
  - Travel to undertake fieldwork or archival research
  - The costs of obtaining research materials not readily available through the University
  - Engaging a research assistant
  - Translation costs
- Support researchers to disseminate research findings, for example:
  - Presenting at a conference including registration fees, accommodation and travel expenses
  - Costs associated with exhibiting/performing in a national/international setting that meets the Faculty’s research active definitions and contributes towards the University’s publications collection;
  - Publication costs resulting in an ERA recognized research output (e.g. publication subsidy, copyright clearances or indexing costs for an A1 Research Book);
- Development of pilot projects or establishment of collaborative research relationships that can then form the basis of a significant external research grant (e.g. ARC).
Per diems for travel within Australia will not be funded. International per diems may be funded and applicants should refer to the Australian Tax Office reasonable rates for guidance. (*note: in order to claim per diems after returning to Australia, tax invoices for each item must be kept. To claim per diems before the travel commences, a per diem declaration form needs to be approved and sent to payroll along with a print out of results from the Travel Portal Per Diem calculator.

3. Assessment of Applications

Applications are considered and approved by the FSGS Committee, a sub-committee of the Faculty Research Committee. The FSGS Committee considers applications throughout the year and reports decisions on applications to the meetings of the Faculty Research Committee.

There will be three submission deadlines throughout the year, as follows:

- 1 February
- 1 May
- 1 September

Applications must be submitted by 5pm on the deadline and early applications are encouraged. Late applications will not be accepted. If the deadline falls on a weekend or public holiday, applications must be submitted by 5pm on the next business day.

When assessing an application through this Scheme, the Committee will give consideration to the following factors:

- The necessity of the expenditure for the completion of the project and the result benefit to the Faculty or the research project;
- Whether the project will result in and/or contribute to quantifiable research outputs;
- Whether the project will contribute to the applicant’s research activity as per the Faculty’s Research Active Definitions;
- Whether the budget is fully justified;
- Whether the applicant has previously obtained funds from the Faculty for this or any other project;
- Whether the applicant has sought funding for this expenditure from other sources;
- What the timeframe for the activity is and what round is most appropriate (e.g. applications in February for a conference presentation in November need to apply in a later round).

4. Funding Cap

- Academic staff can apply for up to $5,000 annually. Part funding may be awarded.
- It is expected that staff will access other sources of research grant funding outside of the Faculty where possible (e.g. University of Melbourne, ARC).
- Funding will not be provided through this scheme if the applicant has already received alternative sources of funding for the item (e.g. invited conference/performance/exhibition presentation for which funding is provided). Evidence of this needs to be provided.
5. **Ethics Approval**

Some research projects require human research ethics approval. It is the researcher’s responsibility to ensure they have appropriate approval for their research project prior to commencing. Where appropriate, evidence of ethics approval, or approval applied for and pending, must be provided.

6. **Time Limit on Use of Funds**

Successful applicants must use their funds within the calendar year of award or forfeit the award. The award does not roll over into a subsequent year.

7. **Payment of Funds**

Successful applicants will be given advice on how to be reimbursed from this fund. Funding is awarded as a reimbursement only and recipients must keep all tax invoices in order to be reimbursed from this fund.

8. **Report to FSGS Committee**

Recipients are required to provide a brief overview of how the funding has been used and the resulting benefits to their research project within six months of award using the form available on the Faculty Research Office webpage. This report should clearly list the outcomes of the project and where they differ to those stated in the original application. The report must also certify that any publication or output resulting from the project has been entered into Themis as a research output attributable to the Faculty. This report will be tabled at a Faculty Research Committee meeting.

9. **Queries**

For any queries or assistance, please contact:

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