2015 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(Long) funding may not apply to the FSGS in the same year.
- Staff who have not acquitted their previous FSGS funding are ineligible to apply.
- 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. Please see Appendix 1 for further details.

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.
- 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, NH&MRC).
- Per diems for travel within Australia will not be funded. International per diems may be funded up to a maximum contribution of $150 per day only.
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 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 funding from other sources, for example, ARC grants or Fellowship funding, that might be used to fund these activities;
- 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 and funding is awarded on a competitive basis. Part funding may be awarded. This is a cap and not an entitlement.
- It is expected that staff will access other sources of research grant funding outside of the Faculty where possible (e.g. The University of Melbourne, ARC, industry funds).
- 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 be reimbursed within the calendar year of award or forfeit the award. The award does not roll over into a subsequent year.

The University of Melbourne finance team requires that all payments are made prior to the end of the year and in order to allow for processing time, all FSGS monies must be paid by early November. Recipients with research activities towards the end of the year should keep this in mind as it is not possible to extend the payment period further due to these limitations.

7. **Payment of Funds**

Successful applicants will be given advice on how to process expenditure from this fund. A range of standard university financial options will be available. Recipients must keep records of all tax invoices for acquittal and records purposes.

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 in the Acquittal process using the online form available on the Faculty Research Office webpage. Successful applicants will receive an Acquittal deadline with their funding letter. 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 the University’s research publications system 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:

Bianca Durrant, Research Coordinator, VCA-MCM Research Office.

Email: bdurrant@unimelb.edu.au

Phone: 9035 9241
Appendix 1

Honorary staff

Honorary staff are not eligible to be funded from this scheme. If honorary staff are seeking research funding support, they should make an application through the same process that staff make to this scheme.

The FSGS Committee will consider all timely applications by honorary staff, then make a recommendation to the relevant Director, who may award funding, if available and at their discretion, from another source.