Request for Co-Funding from the DVCR
Guidelines

Purpose

External funding schemes often require a commitment of funds, known as ‘co-funding’, from the University in addition to the funds requested through the scheme. Chief Investigators should first approach their Department and/or Faculty when seeking co-funding. Normally, the Deputy Vice Chancellor Research (DVCR) will not consider providing co-funding unless there is a real commitment to the initiative from the relevant Faculty and/or Department. The DVCR will contribute co-funding where the potential benefit to the University warrants the investment, particularly in developing new partnerships and funding sources.

The ratio of the level of co-funding provided by the DVCR to the request from the external funding body will generally be no more than 1:4 (i.e. 20% of the total funding will be contributed by the DVCR). Where the co-funding has major strategic value the ratio may be increased to 1:3 (i.e. 25% of the total funding will be contributed by the DVCR).

The DVCR will not fund general or ‘routine’ project costs—these must be covered by the Department or Faculty. Typical examples of routine costs include office computers and software, travel to conferences and conference registration fees, publication charges, access or maintenance charges for local equipment, Departmental bench fees and the like.

For funding schemes where DVCR co-funding is appropriate, the DVCR will consider providing funding for well-justified requests for items such as salary gaps associated with prestigious fellowships, a proportion of project-specific running costs, and a contribution towards the purchase costs of essential equipment (note that large equipment should be funded through dedicated infrastructure schemes such as LIEF). Specific schemes may have requirements that demand minimum amounts of co-funding; these will be dealt with on a scheme-specific basis. These guidelines set out the requirements and process for requesting co-funding. Direct approaches to the DVCR are not appropriate.

These guidelines do not apply to:

- Bids for Cooperative Research Centres
- Bids for Centres of Excellence
- Linkage — Infrastructure, Equipment and Facilities (LIEF) proposals
- Major fellowship schemes, such as Future Fellowships, Laureate Fellowships, DECRAs etc.

all of which will be managed through specific calls for expressions of interest at appropriate times.

Process

1. Request for co-funding to be emailed to research.preaward@mq.edu.au by CoB one week before the application is due with the external funding body. Request to be on the prescribed application form, and a copy of the (draft) external funding application attached.

   2. Manager, Pre-Award to assemble:
      a. copy of each request
b. a list of requests for co-funding, and

c. a copy of the funding rules for the external scheme;

and

d. meet with DVCR; or

e. deliver requests to DVCR’s Executive Officer six days before the external deadline.

(3) DVCR to consider and make decision within two (2) days of receipt of requests.

(4) DVCR’s recommendations on application to be returned to Manager, Pre-Award, with a copy to Budget Officer, DVCRO, and Executive Officer, DVCRO.

(5) Decisions regarding approvals to be sent to applicants, with a copy to the Faculty Research Manager, within 24 hours of receipt by Manager, Pre-Award.

Note that late requests will be presented for consideration by the DVCR only with the approval of the ADR, and must include a justification for the lateness of the request.

**Application Form**

Requests for co-funding from the DVCR must be made on the prescribed application form.

Requests that do not include some contribution from the Department and/or Faculty are less likely to be successful.

Requests must be justified in terms of (1) the necessity for the success of the project and (2) the contribution to research at Macquarie, covering future funding opportunities, research outputs including publications and/or creative works, and collaborative links and partnerships. Any cash or in-kind contributions from the Department and/or Faculty should also be briefly explained.

If the funding awarded by an external funding body is less than the request to the funding body, the co-funding contribution from the DVCR may be reduced pro-rata.

**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 co-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 question 10 of the application form.

In acceding to a request for co-funding, the DVCR may fund at a lower level than that requested, may fund only certain items and/or may stipulate other conditions of award. The amount of co-funding and any conditions of the award will be contained in the letter of offer to the applicant.