
MACQUARIE UNIVERSITY RESEARCH CENTRES (MQRC) SCHEME

PROPOSAL INSTRUCTIONS 2017

Applications must effectively address the Selection Criteria for the MQRC Scheme and adhere to the formatting requirements outlined below. Applicants should also refer to the MQRC Funding Rules for guidance. The selection criteria, listed below, should inform all aspects of the application.

SELECTION CRITERIA

1. ***Alignment with Research Framework***
2. ***Subject matter:***
 - Focus of the MQRC is on a significant research problem or issue
 - Coherence of proposed program of activities
3. ***Researchers:***
 - Quality of the key researchers (including publication track record, success in external competitive grants and HDR supervision and completions)
 - Appropriateness of the gender balance and of academic level profile of the key researchers
4. ***Research environment:***
 - Competitive advantage relative to other research being conducted in Australia and internationally
 - Appropriateness of Macquarie as a location for the Centre including availability of relevant infrastructure
 - Quality of mentoring and coaching environment for early- and mid-career researchers
5. ***Governance and structure***
 - Quality of advisory board
 - Quality of proposed Director in terms of research and research leadership experience and expertise

FORMATTING

- All text must be at least 12-point font size, in black type, and in a single column.
- A highly legible font type must be used, such as Times New Roman or Arial.
- All margins must be at least 2cm.
- Variants such as mathematical typesetting languages may also be used.
- References may be reproduced in 10-point font size.

APPLICATION

Provide the name of the proposed Centre, the name and Faculty of the proposed Centre Director, and the application ID as generated by the on-line Application Coversheet (or existing project ID for existing Centres).

1. INTRODUCTION AND OVERVIEW (MAX. ONE A4 PAGE)

Summarise the proposed research and other activities. Outline the origins and history of the proposed MQRC, where it is to be academically and physically located, and its central areas of research activity. You should also outline which Departments/Faculties are to be involved, with reference to support from all relevant Heads of Departments and Executive Deans of Faculties as appropriate.

Explain why designated status as a MQRC is justified and would be of benefit to the University addressing the following points:

- Relationship to the Research Framework
- Relationship to National Strategic Priority Areas
- What makes the group unique in the field
- National and international profile and standing

2. AIMS AND OBJECTIVES (MAX. ONE A4 PAGE)

Outline the aims and objectives of the proposed MQRC over the 3-year life of the Centre, and explain how these aims and objectives align with the Research Framework.

3. PROPOSED CENTRE ACTIVITIES (MAX. ONE A4 PAGE)

Describe the proposed activities of the Centre and explain how these activities will contribute to the aims and objectives of the Centre and to the achievement of the Key Objectives of the Research Framework.

4. MEMBERSHIP AND GOVERNANCE (MAX. TWO A4 PAGES)

The governance structure of the MQRC should be briefly described covering issues including: the aims and structure of the Centre, including membership, executive and advisory committees, meetings of the Centre and of its committees; financing; intellectual property; ethics approvals and contracts.

Identify the proposed Centre Director and Deputy Director. Detail the proposed Director's experience in research leadership and management. Identify the Deputy Director's experience in research leadership and management and describe proposed activities to develop the Deputy Director's skills.

List the proposed membership of the MQRC and describe how future membership will be determined (entrance and exit criteria).

5. RESEARCH PERFORMANCE OF PROPOSED MQRC MEMBERS

Name the proposed MQRC members and provide a CV for each member (maximum 1 page per CV). You might want to include:

- information demonstrating quality and impact on the research field of the research outputs (this may be demonstrated through citation counts, peer esteem factors, or other forms of impact and/or recognition)
- impact of the proposed member's research on potential end-users
- local, national and international collaboration.

6. RESEARCH FACILITIES AND INFRASTRUCTURE (MAX. ONE A4 PAGE)

Provide a brief description of the research facilities and infrastructure that the proposed MQRC will require and whether or not these are available. If the required research facilities and infrastructure are not currently available, outline how they will be acquired.

Provide a brief description of the research facilities and infrastructure provided by the proposed MQRC and the research opportunities afforded by these facilities. In particular, include information about:

- Description/Location
- Managing access for all users (including non-Centre personnel)
- Maintenance of facilities
- WHS

7. BUDGET (MAX. ONE A4 PAGE)

Set out the intended expenditure of MQRC funds.

8. BUDGET JUSTIFICATION (MAX 2 A4 PAGES)

Provide a justification for all budget items requested in section 7 and explain how this will support proposed Centre activities. Explain how other funding is to be sourced to support MQRC activities if necessary.

9. FACULTY EXECUTIVE DEAN SUPPORT LETTER

Please provide a scanned letter signed by the Executive Dean of the Faculty in which the Centre Director is based. This letter should comment on the availability of sufficient office space and required facilities and on the alignment of the proposed Centre with the Research Framework.