

Co-Funding Rules 2017

Proposed Key Dates:

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| Research Office Closing Date | 1 month prior to external application deadline* |
| Notification of Results | Generally, within 2 weeks of submission |

Submission:

Only electronic copies will be accepted.

Certification:

You must also complete and enter details to the Macquarie Research Management System by the closing date.

Research Office Contact:

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|----------------|-----------------------------|
| Scheme Contact | Belle Savage |
| Phone | 9850 4877 |
| Email | research.preaward@mq.edu.au |

* If you wish to submit a co-funding application within one months of the external deadline, please approach your Associate Dean Research.

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1. Overview

The Macquarie Co - Funding Scheme provides Deputy Vice Chancellor Research discretionary support as part of Macquarie's contribution towards competitive research funding proposals to schemes that stipulate a requirement for institutional cash co-investment.

Applications must be developed in consultation with, and approved by, the relevant Associate Dean Research and should include a significant cash contribution (at least \$10,000) to the initiative from the relevant Faculty and/or Department. In order to allow Deputy Vice Chancellor Research consideration proposals should be submitted to the Research Office (research.preaward@mq.edu.au) at least 1 month prior to the external funding body deadline.

2. Eligibility

These guidelines do not apply to Macquarie co-funding for the following major initiatives which will be managed through specific calls for expressions of interest at appropriate times:

- Bids for Cooperative Research Centres
- Bids for Centres of Excellence
- Linkage — Infrastructure, Equipment and Facilities (LIEF) proposals
- Laureate Fellowships.

Many other fellowship schemes, including ARC schemes – Future Fellowships, DECRAAs – and NHMRC schemes – ECFs, Career Development Awards, Research Fellowships — are funded at previously agreed amounts. Please consult the Research Office.

3. Application Process

Request for co-funding should be emailed to the Research Office (research.preaward@mq.edu.au) at least 1 month before the application is due with the external funding body, in order to enable appropriate DVCR consideration. Direct approaches to the Deputy Vice Chancellor Research will be referred back to the Faculty. If you wish to submit a co-funding application within one months of the external deadline, please approach your Associate Dean Research.

Requests for co-funding from the Deputy Vice Chancellor- Requests must be submitted using the Co-funding application form should be sent together with a copy of the (draft) external funding application.

Decisions regarding approvals will be sent to applicants, with a copy to the Faculty Research Manager. In general, decisions will be provided within 2 weeks of initial submission.

4. Application Preparation

Requests should include a significant cash contribution (at least \$10,000) to the initiative from the relevant Faculty and/or Department.

Requests must be developed in consultation with and approved by the relevant Associate Dean Research.

5. Budget

The value of co-funding awarded depends on the value of external funds expected to be awarded to Macquarie. The ratio of the level of co-funding provided by the Deputy Vice Chancellor Research 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 Deputy Vice Chancellor Research). 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 Deputy Vice Chancellor Research). Specific schemes may have requirements that demand minimum amounts of co-funding; these will be dealt with on a scheme-by-scheme basis.

5.1 Eligible Expenditure

The DVCR will contribute co-funding where the potential benefit to the University can be demonstrated to warrant the investment, particularly in developing new partnerships and funding sources.

For schemes where co-funding is appropriate, the Deputy Vice Chancellor Research will consider providing funding for well-justified requests for items such as salary gaps associated with prestigious fellowships, a proportion of project-specific costs, and a contribution towards the purchase of essential equipment.

5.2 Ineligible Expenditure

The Macquarie Co-Funding Scheme does not provide support for 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, and Departmental bench fees.

For funding schemes where MQ Co-funding is appropriate, the Deputy Vice Chancellor Research 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.

6. Assessment

The Deputy Vice Chancellor Research will assess and approve requests on the basis of:

- the importance of the contribution for eligibility and or success of the proposal
- the importance of the contribution for success of the project
- the contribution of the project to research at Macquarie, including:
 - future funding opportunities,
 - research outputs including publications and/or creative works, and
 - collaborative links and partnerships, and
- alignment of the project with department and/or faculty priorities as indicated by, among other things, cash or in-kind contributions from the department and/or faculty.

7. 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 Deputy Vice Chancellor Research.

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 Deputy Vice Chancellor Research 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.

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

8. 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 and other statutory provisions relating to ethics and biosafety. As part of the assessment process, the Research Office may provide the Assessment Panel with its record of the details of the applicant's funding and publications history. This action is consistent with the provisions of the National Privacy Principles.

9. 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.

9.1 University Human Ethics, Animal Ethics and Biosafety Committees

Researchers should consult the Human Research Ethics Committee, Animal 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 ([Human Ethics](#), [Animal Ethics](#), [Gene Technology & Biosafety](#)) for further information.

9.2 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](#).

10. Faculty Research Managers

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|---|--|
| Arts – Jan Zwar | artsro@mq.edu.au |
| Business & Economics – Agnieszka Baginska | fberu@mq.edu.au |
| Human Sciences – Colm Halbert | humansciencesresearch@mq.edu.au |
| Medicine & Health Sciences – Kyle Ratinac | fmhs.researchsupport@mq.edu.au |
| MGSM – Kerry Daniel | research@mgsm.edu.au |
| Science & Engineering – Irina Zakoshanski | sci.research@mq.edu.au |