

# Macquarie University Research Infrastructure (Small) Scheme 2024

## FUNDING RULES

**Faculty submissions due to the Research Services:  
11.59PM 31 OCTOBER 2023**

**Submission:** Each Faculty Research Office will have earlier deadlines. Please contact your Faculty Research Office for further details. All applicants must contact their Faculty Research Office if considering applying to this scheme. As applications will be ranked prior to submission by each Faculty, individual applications that are not included in the Faculty ranking list will not be considered.

Applicants must complete the application form and submit it as a single PDF (combined with any additional documents e.g. quotes) to a [Pure Research Management System \(PURE\) application record](#). Applicants *must* obtain the necessary approvals via PURE prior to the submission deadline.

### Research Services Contact

Primary Contact	Erin Semon
Phone	02 9850 8609
Email	<a href="mailto:grant.development@mq.edu.au">grant.development@mq.edu.au</a>

### Faculty Research Office Contacts

Arts	<a href="mailto:artsro@mq.edu.au">artsro@mq.edu.au</a>
MQ Business School	<a href="mailto:mqbs-ro@mq.edu.au">mqbs-ro@mq.edu.au</a>
Medicine, Human & Health Sciences	<a href="mailto:fmhhs.researchsupport@mq.edu.au">fmhhs.researchsupport@mq.edu.au</a>
Science and Engineering	<a href="mailto:sci.research@mq.edu.au">sci.research@mq.edu.au</a>

### Key Dates

Opening Date	<b>Monday 28 August 2023</b>
Faculty Closing Date	<b>Each Faculty Research Office will have earlier deadlines. Contact your Faculty for further details.</b>
Research Services Closing Date <i>For Faculty Bulk Submission to Research Services via Email Only</i>	<b>11.59pm 31 OCTOBER 2023</b>  <b>***No late applications will be accepted under any circumstance***</b>
Notification of Results	<b>Late November 2023</b>

## Contents

Faculty Research Office Contacts: .....	1
Contents .....	2
Purpose .....	2
Definition of Research Infrastructure .....	2
Funding Available .....	3
Application Process .....	3
Assessment Process and Selection Criteria .....	4
Eligibility .....	4
General Eligibility Requirements .....	4
Eligibility of Honorary/Adjunct Staff .....	5
Location of Equipment .....	5
Budget .....	5
General Requirements .....	5
Equipment .....	5
Travel .....	5
Review of Outcome .....	6
Privacy Policy .....	6
Certification .....	6
Submission of Applications .....	6
Conditions of grant .....	7

## Purpose

The purpose of the Macquarie University Research Infrastructure Scheme (MQRIS) is to develop Macquarie University's research infrastructure in a strategic way that is aligned with the University's [Research Strategy 2025](#) and Faculty Research Infrastructure Plans. The MQRIS is administered through two schemes run in parallel, the Research Infrastructure Scheme (Large), and the Research Infrastructure Scheme (Small).

While MQRIS (Small) provides specific infrastructure to the research programs of individual researchers and research groups, MQRIS (Large) provides more general research infrastructure support to Faculties.

### These Funding Rules apply to MQRIS (Small)

#### ***Definition of Research Infrastructure***

The definition of Research Infrastructure for this scheme is to have the following inclusions and exclusions.

For the purposes of the scheme research infrastructure and items eligible for funding include:

- Non-capital costs of facilities such as libraries, laboratories, computing centres, animal houses, herbaria, experimental farms;
- Equipment purchase, installation, hire and lease;
- Research installations (e.g., plant growth facility) but ***not*** buildings;
- Travel costs to allow participation in international consortia (note that one-off costs for consortia access may be considered providing an appropriate case is made. Access costs to consortia which represent continuing or annual fees are not covered by this scheme as they are considered an operational expense);
- Access to facilities/equipment; or
- Access to databases

### MQRIS (Small) **does not apply to:**

- High Performance Computing (HPC), including specialist programs, platforms, and Cloud Computing;<sup>1</sup>
- Personnel involved in developing databases or providing software training;
- Personnel costs associated with establishing or creating the requested research facility;
- Minor works that would be funded by Property;
- Capital works (i.e., construction of buildings);
- Floor space costs (rental);
- Salaries of research support staff – RAs, accounting & administration, technicians;
- Salaries of teaching and research, and research-only academic staff (including the cost of 'buying time' to free such staff to conduct more research);
- Salaries of staff supporting research at the institutional level (e.g., DVC (Research), Research Grants Officer);
- Stipends of postgraduate research students; or
- Travel costs directly associated with individual projects (with the exception of travel costs to allow participation in international consortia as above).

### Funding Available

Funding is available under the Scheme to research teams on a competitive basis for strategic research infrastructure purchases. Budget requests will normally be between \$20,000 and \$100,000.

Applications for sums outside this range will not be considered unless a very convincing case is made in the Budget Justification of the application form. Applications consisting of a collection of minor items totalling a sum in excess of the \$20,000 minimum are not accepted.

### Application Process

Applications are accepted from research teams that have a demonstrated record of success in attracting HERDC reportable research funding, or from teams that, on the basis of current achievements, can make a case that they are positioned well to attract such funding in the future. In the latter case, applicants will need to demonstrate a strong record of success in attracting significant external research funding, or internal (University) competitive grant schemes including Macquarie University Research Acceleration Scheme (MQRSG) and Macquarie University Research Centres (MQRC) with required external funding applications submitted.

Applicants should note the following:

- Each bid must have at least one member that holds a grant with HERDC reportable research income (not including schemes primarily for the purpose of funding research infrastructure such as NCRIS or ARC LIEF programs). Where such funding has not yet been attracted, a strong case must be made relating to the future potential to do so, including indication of which schemes are being worked towards.

<sup>1</sup> High Performance Computing (HPC), including specialist programs, platforms, and Cloud Computing, are not typically considered through this scheme. Urgent requests that may align with MQRIS must detail how they are distinct from currently available resources and must be supported by the Deputy Dean, Research and Innovation, and both the Chief Information and Digital Officer and the Pro Vice-Chancellor, Research Services.

- Requested funds should not be targeted at the level of an individual research project as these should be covered by direct grants. MQRIS (Small) funding should have broad benefit to a research area involving a number of projects.
- Projects funded with LIEF funding cannot be counted as projects with HERDC reportable research income for MQRIS (Small) as they have already been funded as infrastructure, and therefore cannot attract further infrastructure funding under the MQRIS Small Scheme.

## **Assessment Process and Selection Criteria**

Applications in the first instance are assessed and ranked by Faculties, before being considered by a Selection Panel, chaired by the Deputy Vice Chancellor (Research), which will make final decisions on applications submitted to both MQRIS schemes. Each Faculty must rank their applications in order of priority prior to final submission.

**Please note, the number of prioritised applications each Faculty can put forward for funding in 2024 are:**

1. Macquarie Business School: 1
2. Arts: 2
3. Medicine, Health and Human Sciences: 6
4. Science and Engineering: 12

## **Selection Criteria**

Selection of proposals for funding is competitive and will be based upon the following aspects of the application:

In assessing applications, the following criteria are equally weighted:

- Strength of the case presented to enhance University infrastructure in the area.
- Extent to which the funding will enhance the outcomes of present or future HERDC eligible funded research.
- Track record of the applicant team (CIs) including on the delivery of outcomes from any previous funding (including external funding applications following internal funding, where required)
- Strength of the budget justification and accuracy of quotes included in the application

Funding decisions made by the Selection Panel, chaired by the DVCR, are final and appeals will not be considered, except on procedural grounds.

## **Eligibility**

### **General Eligibility Requirements**

Research teams of two or more eligible staff may apply for MQRIS (Small) funding. At least one team member should hold a grant with HERDC reportable research income. Team members who are listed as Chief Investigators on grants administered by other Australian Universities, for example nodes of ARC Centres of Excellence based and funded at Macquarie, are eligible to apply for MQRIS (Small) funding if funding has been awarded to Macquarie and can be counted in the annual HERDC exercise. Applicant teams who do not hold a HERDC reportable grant must make a case as to how they are well positioned to attract such funding in the future.

Eligible applicants are academic staff holding continuing or fixed-term appointments at the commencement of and for the duration of the grant period, **1 January 2024 to 31 December 2024**.

- Applicants may be named as Team Leader (Lead CI) on only one MQRIS (Small) application per round.
- Applicants may be named on up to two MQRIS (Small) applications per round.
- A particular competitively awarded grant can be used as primary justification for only one MQRIS (Small) application in this round.

### ***Eligibility of Honorary/Adjunct Staff***

Staff holding University honorary or adjunct positions are eligible to apply for MQRIS (Small) funding as team members provided their ongoing research is primarily carried out at Macquarie University. Applicants in this category must attach a brief statement addressing their status at Macquarie University with evidence that their research publications show a Macquarie attribution.

### ***Location of Equipment***

The application must include information on the proposed location of the requested infrastructure item, and whether any minor works will be required to house it. Certification by Property (via a letter or email) should be provided along with the application if required. Where this cannot be provided at the time of application, any grant allocation will be provisional, and funds held pending the provision of evidence of the appropriate approval from Property to Research Services. In the case of animal facilities, the applicant must show that the requested equipment has been discussed and approved by the Head, Macquarie Animal Research Services (MARS).

### **Budget**

#### ***General Requirements***

MQRIS (Small) budget requests will normally be between \$20,000 and \$100,000. Applications for sums outside this range will not be considered unless a very convincing case is made in the Budget Justification of the application form. Applications consisting of a collection of minor items totalling a sum in excess of the \$20,000 minimum are not accepted.

A budget must not state proposed expenditure in general terms. It is essential that accurate costings are provided (exclusive of GST), and that a strong and detailed justification is given for all requested budget items. All quotes included in the application must be accurate at the time of submission. Please make sure that shipping costs are included, where applicable. **All quotes are to be sourced in accordance with the [ProcureRight Framework using the RFQ Template](#).** Errors in the quotes may have negative effects on the outcome of the application.

Note: The [ProcureRightDesk@mq.edu.au](mailto:ProcureRightDesk@mq.edu.au) may be contacted for assistance and guidance for the above.

### ***Equipment***

A descriptive statement of each item of equipment must be included in the Budget Justification. Requests for individual items of equipment costing over \$5,000 must be accompanied by current quotation(s), as per the [University's Procurement Policy](#).

Applicants are reminded that all equipment purchased with research grants remain the property of Macquarie University.

### ***Travel***

MQRIS (Small) funding may be used to cover travel costs to allow participation in international consortia. However, travel costs directly associated with individual projects are not eligible expenses under the MQRIS (Small) scheme.

Per Diem funding for payment of meals and incidentals whilst staff are on University business will be paid at a fixed University rate. Please refer to the [Travel \(Per Diem\) Schedule](#). Note that Per Diems must be claimed before undertaking travel.

Any funds awarded for travel are subject to the [Macquarie University Travel Policy](#). As travel may not be possible due to COVID-19 restrictions, applicants who are requesting funds for travel must provide a one paragraph mitigation plan that addresses how the project will remain feasible if travel is not possible. If the application does not have a mitigation plan outlined, it will be deemed ineligible and will not be considered by the panel for funding.

### **Review of Outcome**

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only. To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked "Confidential Appeal", should be submitted as an email attachment to Director, Grants and Awards: [erin.semon@mq.edu.au](mailto:erin.semon@mq.edu.au)

### **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. Documents created for entitlements in the MQRIS (Small) Scheme are subject to the Freedom of Information Act (unless specifically exempted).

### **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.

### **Certification**

Certification of applications is required using the certification page in the application form.

### **Submission of Applications**

All applicants must contact their Faculty Research Office if considering applying to this scheme. As applications will be ranked and submitted in bulk by each Faculty, individual applications will not be accepted if directly submitted to Research Services.

**Applicants must complete the application form and submit it as a single PDF (combined with any additional documents e.g. quotes) to a [Pure Research Management System \(PURE\) application record](#). Applicants *must* obtain the necessary approvals via PURE prior to the submission deadline.**

We recommend allowing a week for your application to progress through PURE to ensure all approvals are received before the due date. It is the responsibility of the applicant to ensure

approval is finalised prior to the deadline.

A [Quick Reference Guide](#) is available which explains how to create and submit a grant application as a Researcher through the PURE system.

Applicants must ensure to meet the below formatting requirements for their MQRIS (Small) application:

- All text must be in black type and 12-point Arial font. Do not adjust the set margins.
- References, if required, may be reproduced in 10-point Arial font.
- The application must be written so a *non-expert* in the field can understand and assess your application
- Single PDF only. All quotes or other relevant attachments must be included in the single PDF submission.
- Filename must be saved as: 'Surname\_MQRIS\_small)
- The instruction page (page 1-2) of the application form should be removed.

### Conditions of grant

Awards made under the MQRIS (Small) Scheme will run from **1 January to 31 December 2024**. MQRIS (Small) grants must be fully expended by the end of the funding period and **no requests for carry forward will be considered**.

The Panel, in recommending the award of an MQRIS (Small) grant, may stipulate other Conditions of Award for approval of the DVC(Research). Where applicable, additional Conditions of Award will be contained in the Letter of Offer to the applicant.

***Faculty submission to the Research Services:***  
***11.59pm 31 OCTOBER 2023***  
***LATE APPLICATIONS WILL NOT BE ACCEPTED***