# Macquarie University Research Infrastructure (Small) Scheme 2024

# APPLICATION FORM

**Faculty Closing Date: Each Faculty Research Office will have earlier deadlines. Please contact your Faculty for further details.**

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# Formatting

* All text must be in black type and 12-point Arial font. Do not adjust the set margins.
* References 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
* Applications should be submitted as a **single PDF document**, **with all attachments included as appendices within that document**.
* Filename must be saved as: ‘Surname\_MQRIS\_small’
* Remove Instructions (pages 1-2) of this application form

**Submission**

**All applicants must contact their Faculty Research Office\* if considering applying to this scheme. 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 (with all attachments included e.g., quotes) attachment to a** [**Pure Research Management System (PURE) application record**](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-management-system)**. 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](https://wiki.mq.edu.au/pages/viewpage.action?pageId=272106472) is available which explains how to create and submit a grant application as a Researcher through the PURE system.

**Research Services Closing Date for Faculty to Bulk Submit Applications and Rankings: *11.59pm 31 October 2023***

# *Faculty Research Offices\**

|  |  |
| --- | --- |
| Arts | [artsro@mq.edu.au](mailto:artsro@mq.edu.au) |
| MQ Business School | [mqbs-ro@mq.edu.au](mailto:mqbs-ro@mq.edu.au) |
| Medicine, Human & Health Sciences | [fmhhs.researchsupport@mq.edu.au](mailto:fmhhs.researchsupport@mq.edu.au) |
| Science and Engineering | [sci.research@mq.edu.au](mailto:sci.research@mq.edu.au) |

**PROPOSAL TITLE (max 20 words):**

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**SECTION A: RESEARCH TEAM**

**It is an eligibility requirement that all Chief Investigators have continuing or fixed-term appointments until 31 December 2024.**

**A1. Lead Chief Investigator**

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| **CI 1** Title and Name |  | | |
| Position held |  | | |
| Appointment Type | *Continuing/Fixed Term* | If Fixed Term provide end date |  |
| Department |  | Faculty |  |
| Email |  | Estimated Usage (hours/month) |  |
| Number of **HDR Candidates** who will use equipment *(number only – no names required)* |  | Total hours of usage by HDR candidates |  |
| Are you named on any other MQRIS (Small) application in this current round? Yes / No | | | |
| If Yes, Proposal Title: | | | |

**A2. Details of Other Chief Investigators**

***Copy and paste the table below as required to capture all CIs***

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| **CI 2** Title and Name |  | | |
| Position held |  | | |
| Appointment Type | *Continuing/Fixed Term* | If Fixed Term provide end date |  |
| Department |  | Faculty |  |
| Email |  | Estimated Usage (hours/month) |  |
| Number of HDR Candidates who will use equipment *(number only – no names required)* |  | Total hours of usage by HDR candidates |  |
| Are you named on any other MQRIS (Small) application in this current round? Yes / No | | | |
| If Yes, Proposal Title: | | | |

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| **CI 3** Title and Name |  | | |
| Position held |  | | |
| Appointment Type | *Continuing/Fixed Term* | If Fixed Term provide end date |  |
| Department |  | Faculty |  |
| Email |  | Estimated Usage (hours/month) |  |
| Number of HDR Candidates who will use equipment *(number only – no names required)* |  | Total hours of usage by HDR candidates |  |
| Are you named on any other MQRIS (Small) application in this current round? Yes / No | | | |
| If Yes, Proposal Title: | | | |

**SECTION B: DETAILS OF PROPOSED INFRASTRUCTURE**

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| **B1. Provide details of the HERDC reportable research income associated with this request** *A particular eligible research grant can be used as primary justification for only one MQRIS (Small) application in this round.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Grant Scheme** | **Reference No.** | **Lead CI** | **Project Title** | **Years Funded** | |  |  |  |  |  | |

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| **B2. Summary of proposed infrastructure** (maximum 100 words)  *In* ***plain*** *English, avoiding terminology unique to the area of study, provide a summary of the requested infrastructure, and the overall case for enhancing the research infrastructure in this area (include enhanced research outcomes). Applicants are encouraged to pitch their application to a lay audience. Difficulty assessing the application because of unclear language or terminology will have a negative impact on the outcomes.* |
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| **B3. Strengthening Macquarie University’s Research Infrastructure** (maximum 200 words).  *Describe how the infrastructure acquisition will maintain and develop Macquarie University’s research infrastructure, referring to any existing infrastructure deficiencies that will be addressed. Please also address how the proposed infrastructure addresses priorities in Faculty Infrastructure Plans.* |
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| **B4. Explain how the infrastructure acquisition will:** (maximum 300 words)   * Enhance the future outcomes of the research funding applications of the team; and/or * Enhance quality research programs that are likely to attract such funding in the future   *In the latter case, the research teams will need to demonstrate a strong record of success with internal (University) competitive grant schemes including MQ Research Acceleration Scheme and/or MQ Research Centre, or in attracting significant external other research funding.* |
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**B5. Research Funding Record of the Team**

*List in the table below, the amount of funding awarded (A) or requested (R) for each eligible external research grants relevant to this application. List those most reliant on the infrastructure first. For multi-year funding, list the funding for each year of the grant.*

*Where applicants are part of a multi-institutional research activity (e.g., Centre of Excellence) only the cash funds of the overall grant accruing to Macquarie University should be stated.*

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| **CIs, Project Title, Funding Agency & Scheme** | **A or R** | **$ in**  **2023** | **$ in**  **2024** | **$ in**  **2025** | **$ in**  **2026** |
| ***Eligible research grants directly related to this proposal*** |  |  |  |  |  |
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| ***Other External Grants*** |  |  |  |  |  |
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| ***Internal Grants\**** |  |  |  |  |  |
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*\* Optional for teams holding eligible Category 1-4 research grants – Essential for teams not holding them.*

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| **B6. Budget**  **Do not include GST.**  *Quotes for all requested items of equipment must be included with the application (hard copies will not be accepted). Quotes should be sourced in consultation with the* [*ProcureRight*](https://truth.mq.edu.au/share/proxy/alfresco/api/node/content/workspace/SpacesStore/ea6af066-d71d-45fa-82ad-56f239a20fce/ProcureRight%20Instructions_v6.pdf) *Framework using the* [*RFQ Template.*](https://truth.mq.edu.au/share/id/mqu4okf9) *The ProcureRightDesk@mq.edu.au may be contacted for assistance and guidance. It is expected that the quotes will be in $AU and have been checked for accuracy prior to submission. Please make sure that all quotes include shipping costs, where applicable. Any errors in the submitted quotes will negatively affect the funding outcomes.* | | |
| **Item** | **MQRIS (Small)  $ Amount Requested** | **Department or Faculty $ Contribution** |
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| **Total** |  |  |

*Note: 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 at B7 below. If the total sum of an item exceeds $100,000, a minimum of 3 written quotes are required to demonstrate to comply with the University* [*Procurement Policy*](https://policies.mq.edu.au/document/view.php?id=119)*. If there is only one supplier available, this must be noted. Applications consisting of a collection of minor items totalling a sum in excess of the $20,000 minimum will not be accepted.*

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| **B7. Budget Justification (**maximum one A4 page, you may remove italicised text)  *Provide a justification for each item listed above. The justification should support your choice of purchase and include a rationale for the equipment specifications etc., as these choices relate to the achievement of project outcomes. Unclear budget justifications will negatively impact the funding outcomes.* |
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| **B8. Additional Funds (**maximum 200 words)  *Provide details of other funds, secured or to be applied for, which will supplement the requested support.* |
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| **B9. Location of Proposed Infrastructure** (maximum 200 words)  *Explain where the infrastructure/equipment will be located and any works and/or special property or facilities requirements*  *NB: All applicants from the Faculty of Science and Engineering must discuss their plans to purchase any equipment with Karl Lukezic, FSE Head of Technical Operations, prior to submitting an application. Written approval (an email attachment will suffice) from the Faculty Head of Technical Operations to accommodate the proposed equipment* ***must be*** *included with applications.* |
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**B10. Are modifications required?**

**Yes / No**  
Where modifications are required, you must secure a signed letter or email from Property which states that the details in this application (in particular B9) have been discussed and agreed with Property. In the instance the modifications are required in a Macquarie Animal Research Facility [MARS], a supporting letter from the Head, MARS is required. These supporting letters or emails must be submitted along with your application and any required quotation(s) by Research Services closing date.

**SECTION C: CERTIFICATION**

**Certification by Executive Dean/s**

I certify that the above research infrastructure items are consistent with the Faculty’s research strategic directions and can be accommodated within the general facilities of the Faculty and that maintenance/personnel costs have been budgeted.

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| --- | --- |
| Name (Printed): | |
| Signature: | Date |

**Certification by Property (where refurbishments are required) / Certification by Head of MARS (where infrastructure will be used in a MQ animal research facility)**

I confirm that installation of the purchase has been negotiated and agreed with Property/MARS:

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| --- | --- |
| Name (Printed): | |
| Signature: | Date |

***Note for Faculty of Science and Engineering applications****: All applicants from the Faculty of Science and Engineering must discuss their plans to purchase any equipment with Karl Lukezic, FSE Head of Technical Operations, prior to submitting an application. Written approval (an email attachment will suffice) from the Faculty Head of Technical Operations to accommodate the proposed equipment* ***must be*** *included with applications.*