

Macquarie University Co-Funding Guidelines

Proposed Key Dates:

Research Services Closing Date	5pm 1 month prior to external application deadline*
Notification of Results	Generally, within 2 weeks of submission

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

Submission:

Complete the Macquarie University Co-Funding Online Application form: https://mq.service-now.com/research?id=research_services&sys_id=f83a6337db1267445eaae3334a9619eb

Only electronic copies will be accepted.

Research Services Contact:

Scheme Contact	Courtney Bendall
Phone	9850 4745
Email	courtney.bendall@mq.edu.au

Contents

.....	1
Macquarie University.....	1
Co-Funding Rules 2018	1
1. Overview	3
2. Eligibility	3
3. Application Process.....	3
4. Application Preparation	3
5. Budget.....	3
5.1 Eligible Expenditure	4
5.2 Ineligible Expenditure.....	4
6. Assessment.....	4
7. Conditions of Award	4
8. Privacy policy	5
9. Ethics and Other Approvals.....	5
9.1 University Human Ethics, Animal Ethics, Biosafety and Export Controls Committees.....	5
9.2 Research Integrity.....	5
10 Faculty Research Managers	6

1. Overview

The Macquarie University Co-Funding Scheme provides Deputy Vice Chancellor Research 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.

2. Eligibility

These guidelines do not apply to 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 Research Services.

3. Application Process

The MQ Co-Funding online application form should be completed at least 1 month before the external funding body deadline, in order to enable appropriate DVCR consideration.

Direct approaches to the Deputy Vice Chancellor Research (DVCR) will be referred back to the Faculty.

If you wish to submit a Co-Funding application within one month of the external deadline, please approach your Associate Dean Research.

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

4. Application Preparation

Requests should include a significant cash contribution (at least \$10,000) 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 DVCR to the request from the external

funding body will generally be no more than 1:4 (i.e. 20% of the total funding). Where the co-funding has major strategic value the ratio may be increased to 1:3 (i.e. 25% of the total funding). 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.

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 costs, and a contribution towards the purchase of essential equipment (note that large equipment should be funded through dedicated infrastructure schemes such as LIEF).

5.2 Ineligible Expenditure

The 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.

The requesting of MQ funded HDR scholarships should not be included within co-funding requests. Applications for scholarships – where the requirements are met - must be sought through the [Higher Degree Research Training and Partnerships Office process](#).

6. Assessment

The DVCR 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 DVCR.

A final report must be submitted to Research Services 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 at their discretion, may fund a lower level than requested, may fund only certain items and/or may stipulate other conditions for the 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 DVCR 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, Research Services 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 and Other Approvals

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). Where the proposed research requires ethics, biosafety or other approvals, the grantee must not commence that portion of the research until the necessary clearances have been obtained.

University Human Ethics, Animal Ethics, Biosafety and Export Controls Committees

Researchers should consult the Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee and Defence Trade Controls web pages to determine whether their research is subject to the respective guidelines and review processes.

If the proposed research requires human ethics, animal ethics, biosafety and/or export controls approval, the grant will not commence until approval has been obtained. Please contact the Ethics Secretariat (Human Ethics, Animal Ethics), Biosafety Secretariat, Gene Technology & Biosafety Secretariat and the Export Controls Secretariat for further information.

9.1 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

Arts – Jan Zwar	artsro@mq.edu.au
Human Sciences – Jo Tuck	humansciencesresearch@mq.edu.au
Medicine and Health Sciences – Kyle Ratinac	fmhs.researchsupport@mq.edu.au
Science and Engineering – Irina Zakoshanski	sci.research@mq.edu.au
Macquarie Business School – Agnieszka Baginska	mqbs-ro@mq.edu.au