

Enterprise Partnerships Scheme

Application Form A: Partnership Seed Funding

(complete Form A for applications for travel seed funding)

Application Form B: Pilot Project Grants  
(complete Form B for applications for 1 year pilot research projects with a new research partner)

Only one application form should be completed

|  |  |
| --- | --- |
| Step 1 | Refer to the [Enterprise Partnerships Scheme Funding Rules](http://www.research.mq.edu.au/research_funding/internal_funding/mq_enterprise_partnerships_scheme) prior to completing the application form. |
| Step 2 | Contact a Research Partnerships Manager (RPM) from the  Research Office Pre-Award team:  Daniel Johnston– FHS and FMHS ph 9850 7577 daniel.johnston@mq.edu.au  JL Henley – FBE and Arts ph. 9850 4057 jl.heylen@mq.edu.au  Mark Berlage – FSE - ph. 9850 4058 [mark.berlage@mq.edu.au](mailto:mark.berlage@mq.edu.au) |
| Step 3 | Complete an application form |
| Step 4 | Complete and submit a [Project Brief](https://staff.mq.edu.au/research/grants-and-funding/research-partnerships) to notify your Head of Department, and capture the relevant approvals and support |
| Step 5 | Submit your completed application to: [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au) ccing your Research Partnership Manager and Faculty Research Manager. Hard copies will not be accepted, and checklist on page 2 must be completed |

Application Form A: Partnership Seed Funding

To fund travel to secure a new partner(s) for a collaborative research project

**1. Proposed Project Title (if applicable)**

Insert a short descriptive title (20 words maximum)

|  |
| --- |
|  |

**2. Investigators**

MQ Project Leader (CI1)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | Given name | |  | Title |  |
| Position Held | |  | | | Staff number | |  | | |
| Phone |  | | Fax |  | | Email |  | | |
| Department | |  | | | | | | | |
| Faculty | |  | | | | | | | |

Other MQ Investigator (CI2)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | Given name | |  | Title |  |
| Position Held | |  | | | Staff number | |  | | |
| Phone |  | | Fax |  | | Email |  | | |
| Department | |  | | | | | | | |
| Faculty | |  | | | | | | | |

***Please add more if appropriate.***

**3. Collaborating Enterprise(s) to be visited:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation | |  | | |
| ABN | |  | | |
| Contact Person | |  | | |
| Address |  | | | |
|  |  | | | |
| Phone |  | | Email |  |
| Fax |  | | Website Address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation | |  | | |
| ABN | |  | | |
| Contact Person | |  | | |
| Address |  | | | |
|  |  | | | |
| Phone |  | | Email |  |
| Fax |  | | Website Address |  |

***Please add more if appropriate.***

**4. Proposed Project for Potential Partner Involvement (2 pages maximum)**Include a short project summary, including opportunity for engaging with end-users in this research, intended future funding sources and timelines.

**5. Plan for Securing Partner Organisation(s) (maximum 1 page)**

Include rationale for approaching the named potential partner(s) (e.g., expertise,

data, cohort, equipment, etc). What activities are planned to secure this partner, and why is it essential to do this face to face?

**Provide details of previously held EPS funding, including a short description of the outcomes achieved.**

|  |
| --- |
|  |

**6. Budget**

Include only items essential in relation to the strategy for securing the Partner Organisation’s participation in the proposed research.

(NB: Do not include costs relating to the actual research project.)

|  |  |
| --- | --- |
| **Item** | **$ Requested** |
| Travel (Airfares, airport transfers, ground transport) |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Accommodation |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Per Diem |  |
|  |  |
|  |  |
| Other |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**7. Budget Justification (maximum 1 page)**

Travel

Accommodation

Per Diem

Other

Application Form B: Pilot Project Grant

For a 1 year pilot research project with a new research partner

**1. Project Title**

Insert a short descriptive title (20 words maximum)

|  |
| --- |
|  |

**2. Investigators**

In addition to the information below, attach at the end of the application a one-page CV for each applicant

MQ Project Leader (CI1)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | Given name | |  | Title |  |
| Position Held | |  | | | Staff number | |  | | |
| Phone |  | | Fax |  | | Email |  | | |
| Department | |  | | | | | | | |
| Faculty | |  | | | | | | | |

Other MQ Investigator (CI2)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | Given name | |  | Title |  |
| Position Held | |  | | | Staff number | |  | | |
| Phone |  | | Fax |  | | Email |  | | |
| Department | |  | | | | | | | |
| Faculty | |  | | | | | | | |

**3. Collaborating Enterprise(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation | |  | | |
| ABN | |  | | |
| Contact Person | |  | | |
| Address |  | | | |
|  |  | | | |
| Phone |  | | Email |  |
| Fax |  | | Website Address |  |

**4. Is a letter from the Partner(s) attached?**

Yes  No

Note: the letter must:

* confirm the cash contribution (must at least match dollar-for-dollar the amount requested from the University under the Scheme - applications where the partner contribution is greater than the sum requested from the University are viewed favourably)
* include a statement to the effect that the partner has read and acknowledges the EPS Funding Rules and the purpose of the scheme.
* Indicate the partner’s intention to contribute to the next research phase of this programme of research beyond the completion of this EPS.
* must be on the partner letterhead, and signed by an authorised delegate.

**5. Project Summary**

In plain English, summarise the aims, the significance and the expected outcomes of the proposed project (100 words maximum)

|  |
| --- |
|  |

**6. Will any research (including MRes) students work on the project?** Yes  No

If yes, give details.

|  |  |
| --- | --- |
| Student | Qualifications sought |
|  |  |
|  |  |

NB: PhD students cannot be directly funded by funds from this scheme

**7. What is CI1’s probable teaching load during the next 2 semesters?**

|  |  |  |  |
| --- | --- | --- | --- |
| CI.1 |  | CI. 2 |  |

**8. Does the proposed research require ethics and/or biosafety approval?**

Yes  No

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Human |  | Animal | | |  | Biosafety |  |
| If yes, has approval been obtained? | | | **Yes** | Approval # |  | | **No** |

**9 (a). Has this or any *related* proposal been submitted to any other agency?**

Yes  No

**If yes, please provide details**

|  |  |  |
| --- | --- | --- |
| Agency | Year | Amount requested |
|  |  |  |
|  |  |  |

**9 (a). Has this or any *related* proposal been funded by the Enterprise Partnership Scheme (including *Partnership Seed Funding*) previously ?**

Yes  No

|  |  |  |
| --- | --- | --- |
| Scheme | Year | Amount funded |
|  |  |  |
|  |  |  |

**10. Commencement/Completion Date of Project**

|  |  |
| --- | --- |
| What is the proposed commencement date? |  |
| How long will this project take? (Maximum of 1 year) |  |

**11 Budget Information**

**Note: include in budget instructions to calculate personnel time and amount as salary rate x % FTE. See resources at the following** [**website**](http://www.mq.edu.au/research/research-opportunities-at-macquarie/funding-fellowships-and-partnerships/fellowship-and-grant-opportunities) **for salary rate information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Items** | **MQ**  **Cash contribution** | **Partner**  **Cash contribution** | **MQ**  **In-kind** | **Partner In-kind** | **Total Cash & In-kind** |
| 1 Personnel |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Personnel** |  |  |  |  |  |
| 2 Consumables |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Consumables** |  |  |  |  |  |
| 3 Travel |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Travel** |  |  |  |  |  |
| 4. Other |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Other** |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |

**Budget Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Cash | In-Kind | TOTAL |
| Partner |  |  |  |
| University |  |  |  |
| TOTAL |  |  |  |

*Other resources if applicable:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Cash | In-Kind | TOTAL |
| Faculty |  |  |  |
| Department |  |  |  |
| TOTAL |  |  |  |

**12 Budget Justification (Please consult your RPM for assistance)**

Provide justification for the funding requested from the scheme using the headings: Personnel, Equipment, Consumables, Travel and Other, justify why each budget item requested in important for the success of the project, and how the cost was determined. **Note that teaching relief costs must be very well justified. Refer to the funding rules to check eligible costs**. (Max 1 page)

|  |
| --- |
| Personnel  Consumables  Travel  Other |

**13. Outline of proposed project** (2 pages maximum)

Address the following: Project Aims, Research Plan, Methods and Techniques. Include a GANTT Chart (or other format) with the critical path, major milestones and deliverables clearly identified.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Aims  Research Plan:   |  |  |  | | --- | --- | --- | | **Date** | **Milestone** | **Deliverable** | |  |  |  | |  |  |  |   OR A GANT chart (see example below)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activity** | **2016** | | | | | | | | | | | | | |  | J | F | M | A | M | J | J | A | S | O | N | D | | Macquarie University Project Team Meetings (weekly) |  |  |  |  |  |  |  |  |  |  |  |  | | Meetings with EnergyAustralia (monthly) |  |  |  |  |  |  |  |  |  |  |  |  | | Research Sample Recruitment |  |  |  |  |  |  |  |  |  |  |  |  | | Data Collection: Focus Groups |  |  |  |  |  |  |  |  |  |  |  |  | | Data Analysis |  |  |  |  |  |  |  |  |  |  |  |  | | Development of materials |  |  |  |  |  |  |  |  |  |  |  |  | | Dissemination of materials |  |  |  |  |  |  |  |  |  |  |  |  | | Qualitative project evaluation |  |  |  |  |  |  |  |  |  |  |  |  | | Project write up |  |  |  |  |  |  |  |  |  |  |  |  |   Methods and Techniques:  Expected Outcomes |

**14. Strategic Benefits, and Collaborative nature of project (2 pages maximum)**

Explain how the current project fits in with the strategic plans of the Enterprise Partner(s) and how it will address problems or issues they are facing.

What is the significance and impact (to partner/sector/economy)? Similarly, explain how the proposed project enhances the investigators’ and Macquarie’s strategic research aims.

Describe the nature of collaboration associated with the proposal. Provide details of history of collaboration with the cited partner(s), where appropriate, and a summary of Intellectual Property arrangements.

**Most importantly, explain how the proposal is likely to further collaboration between the Enterprise Partner(s) and the University. How will these future collaborations be funded?**

|  |
| --- |
| Partner(s) Strategic Benefits  Macquarie Benefits  Collaborative Nature of the Project & History of Collaboration with Partner to date  Planned Next Phase(s) of the Project and How Funded  IP Arrangements |

**15. Recent Record of Publications and Patent Applications (past 3 years) specifically for the Project Leader and other MQ investigators.**

Asterisk (\*) those relevant to this proposal.

|  |
| --- |
|  |

**16. Provide details of previously held EPS funding, including a short description of the outcomes achieved.**

|  |
| --- |
|  |

**EPS Pilot Research Project Grant Submission Checklist:**

Application complies with the Enterprise Partnerships Scheme Funding Rules

Application has been reviewed by the Research Partnerships Manager (listed on page 1)

A partner letter is attached\*, and contains the following elements:

*The letter must be on the partner letterhead, and signed by an authorised delegate.*

*A statement to the effect that the partner has read and understands the EPS Funding Rules and the purpose of the scheme. The letter must include a statement regarding the ownership of the project intellectual property.*

*The partner’s intention to contribute to the next research phase of this program of research beyond the completion of this EPS.*

*The amount noted in the partner letter must match the contribution indicated in the budget section of this application form (sections 3 and 13.1).*

*The cash contribution must at least match dollar-for-dollar the cash amount requested from the University under the Scheme (unless exemptions under section 4.3 of the Funding Rules apply).*

Completed an [online Project Brief](https://staff.mq.edu.au/research/grants-and-funding/research-partnerships) to gather the approval of Head of Department and Faculty

***\* A partner support letter template is available from your RPM – please contact your RPM to request a copy.***