

Research Infrastructure Scheme (RIS) - Small Funding Rules 2020

Submission: 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.

Research Services Contact:

Primary Contact	Anita Quinn
Phone	02 9850 4462
Email	research.preaward@mq.edu.au

Faculty Research Office Contacts:

Arts	artsro@mq.edu.au
MQ Business School	mqbs-ro@mq.edu.au
Human Sciences	humansciencesresearch@mq.edu.au
Medicine & Health Sciences	fmhs.researchsupport@mq.edu.au
Science and Engineering	sci.research@mq.edu.au

Key Dates:

Opening Date	Thursday, August 8th 2019
Faculty Closing Date	Each Faculty Research Office will have earlier deadlines. Please contact your Faculty for further details.
Research Services Closing Date (For Faculty Bulk Submission to Research Services via Email Only)	5pm Wednesday, October 23rd 2019
Notification of Results	December 2019

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Purpose

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

While this RIS (Small) provides specific infrastructure to the research programs of individual researchers and research groups, the RIS (Large) provides more general research infrastructure support to Faculties. **These Funding Rules apply to RIS (Small)**. For guidance on RIS (Large) please contact Erin Semon in the Office of the DVC (Research) (erin.semon@mq.edu.au).

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 (eg. plant growth facility) BUT NOT buildings;
- High Performance Computing and cloud computing; As an exception, specialist programs or platforms provided there is co-investment by the faculty and/or IT. Applicants seeking such support should familiarise themselves with what is already available¹ by contacting their Faculty IT support team to discuss; Faculty IT will coordinate with Central IT if required. For additional questions about eResearch, HPC and cloud computing and appropriate national data or computational services that are available, please contact the Director, Data Science and eResearch (A/Prof Shawn Ross).
- Travel costs to allow participation in international consortia (note that while 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, and
- Access to databases.

Infrastructure does not include the following for which RIS (Small) funds may not be used:

- Personnel involved in developing databases or providing software training;
- One-off personnel costs associated with establishing or creating the requested research facility (Note: not for ongoing funding);
- 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);

¹ High Performance Compute (HPC) and cloud computing involves the use of supercomputers, parallel computing and/or computer clusters for advanced computing tasks including modelling, data processing and analysis. Data stored on HPC services should be secured and confidential. Macquarie University will assist high-quality research as part of our investment in improving research infrastructure through the provision of HPC services. The University has a partnership with Australia's national research computing facility, National Computational Infrastructure (NCI). Researchers may also request access to public cloud HPC services such as Amazon Web Services (AWS) using the Research Infrastructure Scheme (RIS).

- 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 minimum of \$20,000 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 other research funding, or with internal (University) competitive grant schemes including Macquarie University Research Seeding Grants (MQRSG) and Macquarie University Research Centres (MQRC) with required external funding applications submitted.

Applicants should note the following:

- Each bid should 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 some indication of which schemes are being worked towards.
- Requested funds should not be targeted at the level of an individual research project as these should be covered by direct grants. RIS (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 RIS (Small) as they have already been funded as infrastructure, and therefore cannot attract further infrastructure funding under the RIS 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 RIS schemes. Each Faculty must rank their applications in order of priority with the following funding caps available to each Faculty for funding in 2020 (with numbers to be reviewed annually):

1. Arts: 1 priority + 1 reserve
2. Business and Economics: 1 priority + 1 reserve
3. Human Sciences: 3 priority + 1 reserve
4. Medicine and Health Sciences: 4 priority + 2 reserve
5. Science: 12 priority + 2 reserve

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 and support the University Strategic Research Framework (in rounds from 2019 onwards this will also include alignment to Faculty Infrastructure Plans)
- 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

Eligibility

General Eligibility Requirements

Research teams of two or more eligible staff may apply for RIS (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 RIS (Small) funding as long as 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 need to make a case that they are positioned well 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 2020 to 31 December 2020**.

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

Eligibility of Honorary/Adjunct Staff

Staff holding University honorary or adjunct positions are eligible to apply for RIS (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.

Budget

General Requirements

RIS (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 minimum of \$20,000 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. Errors in the quotes may have negative effects on the outcome of the application.

Equipment

A descriptive statement of each item of equipment must be included in the Budget Justification. Requests for individual items of equipment costing over \$10,000 must be accompanied by current quotation(s), as per the [Macquarie University Quotations Policy](#).

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

Travel

RIS (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 RIS (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.

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 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 RIS (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.

Conditions of grant

Awards made under the RIS (Small) Scheme will run from **1 January to 31 December 2020**. RIS (Small) grants must be fully expended by the end of the funding period and **no requests for carry forward will be considered.**

A [Final Report](#) must be submitted to Research Services within one month of completion of the grant term (i.e. by 31 January 2021). **Failure to submit a Final Report by the due date will result in ineligibility for the next round of funding.**

The Panel, in recommending the award of an RIS (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 Research Managers

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