MQ Restart Grants (MQRS)

Funding Rules for funding commencing 2019

Key Dates:

Scheme Opening Date	**Wednesday 11th July 2018**
Faculty Closing Date	**Wednesday 8 August 2018, 5pm AEST**
Research Services Closing Date	**Wednesday 22 August 2018, 5pm AEST**
Notification of Results	**Late-October 2018**

Submission & Certification:

Applications for this scheme must be completed using the online form which will be available from the scheme webpage from the opening date listed above:

https://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/internal_funding/mqrs

Research Services Contact:

Scheme Contact	Naomi Arbon
Phone	9850 4193
Email	research.preaward@mq.edu.au

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1. Overview

Restart Grants provide funding to Macquarie University academics (appointed at any level) after parental or carer's leave of at least six months, dependent on acceptance by the relevant Associate Dean Research of a 12-month (maximum) research plan. Applications must be made within twelve months of the staff member's return to normal duties.

2. Eligibility

To be eligible for Restart grants funding, applicants:

- may be appointed at any level;
- must be a member of the University's academic staff, and must hold a continuing or fixed-term appointment at the time of application and for the duration of the grant. Fixed-term appointments must be for at least two years. Where a Head of Department confirms in writing the intention to renew the employment of a fixed term staff member for a period extending beyond the period of the proposed project, the fixed term staff member is eligible to apply whether or not the renewal has been approved and processed before the due date for applications. Commencement of the project and use of funds is conditional on the employment being renewed in accordance with the Head of Department's confirmation;
- must have been classified as research active, if their appointment is at Level C, D or E, at the time they commenced parental or carer's leave, other than in exceptional circumstances when a case should be made to the Associate Dean Research;
- must, if appointed at Level A or B, either (i) have been research active at the time they commenced parental or carer's leave or (ii) be able to justify that they have research potential and deserve to be considered for funding if they were not classified as research active at the time they commenced parental or carer's leave;
- must have been on parental or carer's leave for at least six months full-time, or the equivalent pro-rata amount if the applicant works part-time. Full-time employees who have had a pro-rata equivalent of at least six months parental or carer's leave taken part-time are also eligible to apply.

Only one application is permitted for each qualifying 'return to work', and must be made within twelve months of the staff member's return to normal duties.

Staff returning from parental or carer's leave may submit an application for a Restart Grant during the leave period, for funding to commence upon return to normal duties. Exceptions to this rule are considered, which provide for access to funding during the leave period, with the appropriate approval as detailed below.

Restart Grant funds may not be used to support research towards a higher degree.

An exception to one or more of the above eligibility requirements may be considered by the Associate Dean Research for staff where documented support from their Executive Dean/ Dean is provided.

Eligibility is dependent on acceptance by the relevant Associate Dean Research of a 12-month (maximum) research plan.

3. Application Preparation

Applicants should submit a plan to be carried out over the subsequent six to twelve months (maximum) that will support their transition to research activity. Applicants must detail how the funding will help them achieve a similar or enhanced level of research activity after the interruption caused by parental or carer's leave.

The plan might involve one or more of the following elements:

a) a research project
b) collaboration with other researchers, including external visitors
c) a publication schedule
d) training in particular methods or software
e) attendance at a conference.

All applicants are encouraged to take advantage of any mentoring or other grant-writing assistance provided within their Faculty prior to submitting an application to this scheme. Applicants should talk to their Head of Department or Faculty Research Manager for more information.

Great care should be taken when preparing the application. All information must be set out simply and clearly, in plain English and accessible to non-experts in the field, such that assessors can understand what it is that the applicant is proposing to do, and how this might be achieved.

4. Budget

The maximum amount that may be applied for is $20,000. Project costs can include requests for personnel, teaching relief, equipment, maintenance and travel, for a period of twelve months following award. The funding allocation period is 12 months from the date of award.

Two basic principles must be used in calculating and justifying budgets. These are:
- accurate costings; and
- a clear explanation of the reasons for all proposed expenditure in relation to the research plan.

A budget justification is not merely stating proposed expenditure. Researchers **must** provide details of particular grades or types of expenditure and an explanation as to why that particular expenditure is essential in relation to achieving the aims and outcomes of the project.

4.1 Personnel

Applicants should indicate the level and duration of assistance required and cost it accordingly. Vague, unspecific requests for assistance will not be supported. All requests for funding of casual research personnel must include allowance for on-costs at the rate of 17%. MQ Salary Rates can be found on the Research Services Website.

Applicants should contact their Faculty Research Manager if they require additional information.

The University will not fund requests for CI or AI salaries.

4.2 Teaching Relief

Teaching relief will be funded only where researchers have specified and strongly justified exactly why teaching relief is essential for their research project. The applicant must justify why the proposed tasks cannot be undertaken within their current approved workload allocation.

Support for teaching relief must be certified by the Head of Department and Executive Dean of Faculty captured through certifications from the [Pure](#) Research Management System.

All requests for teaching relief must specify the number of hours of teaching for which relief is sought, together with an estimate of the costs involved, calculated at the appropriate academic award (casual or part-time) rate and including on-costs (17% for casual appointments, part time is dependent on the appointment).

Applicants who require additional information should contact their Faculty Research Manager.

4.3 Equipment

Items of minor equipment may be requested. A descriptive statement of each item of equipment must be included in the budget justification. Quotation requirements are as per the [Macquarie University Quotations Policy](#). Applicants are reminded that all equipment purchased with research grants remains the property of Macquarie University.

Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need for the item in the project. General computer needs will not be supported. Laptop computers are not eligible budget items unless a particularly strong and convincing case is made for exclusive use of the laptop for the proposed project for purposes such as fieldwork and archival procedures.

Only enter equipment costing $1,000 or more in this section.

4.4 Maintenance

Consumables and any equipment costing less than $1,000 should be listed in this section. Each of these items must be fully justified.

4.5 Travel

Request for travel funds will only be considered when the travel is directly related to the research project. As with all items requested, award of funding is based on the justification and is awarded at the discretion of the Associate Dean Research and the Deputy Vice Chancellor Research. Any funds awarded for travel are subject to the [Macquarie University Travel Policy](#).

5. Assessment

5.1 Selection Criteria

Grants will be ranked and awarded on the basis of the following criteria:

Track record of applicant relative to career stage and opportunity (50%)

In the case of a Level A or B academic, the application should demonstrate:
- Relative to career stage and opportunity:
  - A strong research publication record

- An excellent record of attracting resources for support of research
- Other evidence of capacity and expertise to undertake the proposed research.
- Evidence that the applicant has clear research potential likely to lead to external competitive grant applications.

In the case of a Level C, D or E academic, the application should demonstrate:

- A strong research publication record, relative to career stage and opportunity.
- An excellent record of attracting resources for support of research, relative to career stage and opportunity.
- Other evidence of capacity and expertise to undertake the proposed research.
- Evidence that the applicant was research active at the time they commenced leave, or that they have clear research potential likely to lead to external competitive grant applications.

The likelihood that the proposed plan of activity will facilitate the applicant's return to a productive research career (50%)

The application should demonstrate:

- An understanding of the characteristics of a productive research career
- Evidence that the plan will assist the applicant in achieving a return to a productive research career.

5.2 Assessment Method

The assessment of Restart Grant applications will be led by the relevant Associate Dean Research, with reference to the relevant Head of Department and the PDR supervisor (if that person is not the Head of Department) and other disciplinary expertise as appropriate. The Associate Dean Research will make a recommendation to the Deputy Vice Chancellor (Research) and Pro Vice-Chancellor (Research Integrity and Development) for decision.

6. Appeals

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 julian.zipparo@mq.edu.au, Manager, Pre Award, Research Services.

7. Conditions of Award

7.1 Reporting

The report templates for Restart Grants are available on the Research Services Website. Failure to submit a report by the specified date may render the grant recipient ineligible for further Macquarie University funding.

a. Progress Report. This report should describe outputs and outcomes relating to the original aims outlined in the application.

At the completion of the project, the grant recipient should prepare the **Progress Report**. This must be submitted to the Research Services Post Award Team (research.postaward@mq.edu.au) no later than one month after the end date of the grant.

b. Final Report. The Final Report is intended to capture longer term outcomes and outputs from awarded grants.

Within one year after the completion of the project, grant recipients should prepare the **Final Report**. This must be submitted to the Research Services Post Award Team (research.postaward@mq.edu.au).

7.2 Variation of Expenditure

A request is required only when a significant change to the budget is necessary; for example, when using the funds for travel instead of personnel, where travel was not included as a budget item in the application.

Requests for variation of expenditure must be submitted on the appropriate form found on the Research Services Website. Requests must be fully explained and justified, and should be consulted with the Faculty Research Manager prior to submission to the Research Services. Please submit requests for variation of expenditure to the Post Award Team via research.postaward@mq.edu.au.

Further information is available on the Research Services Website. Questions relating to variations should be directed to the Post-Award Team via research.postaward@mq.edu.au.

7.3 Re-allocation

Successful grant recipients are expected to manage their research projects to completion within the specified duration of the grant. Therefore, funds must be fully expended within the allocated funding period.

Re-allocation of funding beyond the initial funding period is strongly discouraged, and will be approved only in **exceptional circumstances** that were beyond the control of the researcher.

Requests for re-allocation of funds must be submitted on the appropriate form found on the Research Services Website. Requests must be fully explained and justified, and applicants should consult their Faculty Research Manager prior to submission to Research Services. Please submit requests for reallocation to the Post Award Team via research.postaward@mq.edu.au.

Further information is available on the Research Services Website. Questions relating to re-allocation should be directed to the Post-Award Team via research.postaward@mq.edu.au.

7.4 Website Publication

Summary information about successful applicants and their grants may be published on the Research Services website.

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 relevant Associate Dean Research 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

9.1 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.

9.2 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
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