#

# Research Seeding Grant

# Application Form 2019

## Closing Date: Wednesday 18th September 2019, 5pm

## Late Applications will not be accepted

**\*\* IMPORTANT SUBMISSION INSTRUCTIONS\*\***

Applicants must complete the application form and submit it as a single PDF attachment within the [Pure Research Management System](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-project-form) (PURE). 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/download/attachments/257395315/2%20-%20Create%20and%20submit%20a%20grant%20application%20as%20a%20Researcher.pdf?version=2&modificationDate=1504154725000&api=v2) is available which explains how to create and submit a grant application as a Researcher through the PURE system.

Application and supporting documentation must be submitted as a single PDF file (including HOD letter, itinerary, quotes, conference confirmation etc) and should be named according to the following convention: “Surname\_MQRSG” e.g. “Smith\_MQRSG”.

**Formatting requirements**

All text must be Arial 12 point font, (references may be in 10 point font)

1. **Applicant Details**

|  |  |
| --- | --- |
| **Name (incl. title)** |  |
| **Position (incl. details of joint appointment(s)** |  |
| **Academic Level & Contract Type. Include Contract Expiry Date if applicable (e.g. Level C, Continuing)*****NB: Only applicants Level A-C are eligible for RSG Funding*** |  |
| **Faculty** |  |
| **Department** |  |
| **Email** |  |
| **Phone** |  |
| **Time commitment on this project (expressed as FTE)** |  |
| **In a maximum of 100 words describe your role, responsibilities and contribution to the project** |  |

 **Other Chief Investigators**

Add additional Chief Investigator (CI) details below. Copy the table for each additional CI.

**Chief Investigator 2**

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| --- | --- |
| **Name (incl. title)** |  |
| **Position (incl. details of joint appointment(s)** |  |
| **Academic Level & Contract Type. Include Contract Expiry Date if applicable (e.g. Level C, Continuing)** |  |
| **Faculty** |  |
| **Department** |  |
| **Email** |  |
| **Phone** |  |
| **Time commitment on this project (expressed as FTE)** |  |
| **In a maximum of 100 words describe your role, responsibilities and contribution to the project** |  |

 **Associate Investigators**

Add Associate Investigator details below. **Level D and E Academics, and non-Macquarie staff must be entered in this section.** Copy the table for each additional Associate Investigator.

**Associate Investigator 1**

|  |  |
| --- | --- |
| **Name (incl. title)** |  |
| **Position (incl. details of joint appointment(s)** |  |
| **Academic Level & Contract Type. Include Contract Expiry Date if applicable (e.g. Level D, Continuing)** |  |
| **Faculty** |  |
| **Department** |  |
| **Institution (if not MQ)** |  |
| **Email** |  |
| **Phone** |  |
| **In a maximum of 100 words describe your role, responsibilities and contribution to the project** |  |

1. **Project Title**

Provide a short descriptive title of no more than 150 characters (20 words)

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**3. Project Summary**

In no more than 750 characters (approx. 100 words) of plain language, summarise the aims, significance and expected outcomes.

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**4. Science & Research Priority Areas**

Does this project align with a [Science and Research Priority](http://www.science.gov.au/scienceGov/ScienceAndResearchPriorities/Documents/15-49912%20Fact%20sheet%20for%20with%20National%20Science%20and%20Research%20Priorities_4.pdf) area? If yes, please indicate which one.

**Yes** [ ]  **No** **[ ]**

[ ]  Food

[ ]  Soil and Water

[ ]  Transport

[ ]  Cybersecurity

[ ]  Energy

[ ]  Resources

[ ]  Advanced Manufacturing

[ ]  Environmental Change

[ ]  Health

**5. Project Description**

Outline the proposed project, including references in a **maximum of 5 pages** using Arial 12 point font, (references may be in 10 point font).

The following information should be detailed (NOTE: the assessment panel is comprised of a cross-section from the Macquarie University research community. Applicants are advised to ensure that what is entered here is clear also to non-discipline specific experts:

**Project Title**

**Background**

* Briefly describe the background to the project. Include relevant information about recent international progress in the field of the research, and the relationship of this proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.

**Project Aims, Significance and Innovation, and Expected Outcomes**

* Describe the aims of the project
* Describe how the research is significant and whether the research addresses an important problem within the discipline.
* Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.

**Approach and Methodology**

* Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project. Detail any new methodologies or technologies that will be developed.
* Include a time-line of activities.

**National Benefits**

* Briefly discuss your project in respect to its potential national benefit (e.g. social, environmental, economic or cultural). Discuss how the project will benefit Macquarie University (including contributions to the Research Framework) as well as Australia, including any contributions to the Commonwealth Government’s [Science & Research Priorities](http://www.science.gov.au/scienceGov/ScienceAndResearchPriorities/Documents/15-49912%20Fact%20sheet%20for%20with%20National%20Science%20and%20Research%20Priorities_4.pdf) and international links.

**References (included in the page limit)**

* List relevant references

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**6. Total Amount Requested**

* Applicants can apply for up to $50,000 over a 2 year period (maximum of $25,000 each year)

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| --- | --- | --- |
| **Year 1** | **Year 2** | **Total** |
| $ | $ | $ |

**7. Budget**

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| --- | --- | --- |
|  | **2020 ($)** | **2021 ($)** |
| **Personnel** (all requests must state time commitment and include on-costs) |
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| **Teaching Relief** |
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| **Equipment** (hardware & software items costing $1,000 or more) |
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| **Maintenance** (consumables and equipment costing less than $1,000) |
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| **Travel** (airfares, accommodation and living expenses must be listed separately) |
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| **Visiting Researchers** |
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| **Other** |
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| **Total amount requested** | **$** | **$** |

**8. Budget Justification**

Using the same headings as the budget table, justify every item. Do not merely restate proposed expenditure. Explain how the items relate to the aims and methodology of the project and why they are essential in meeting the objectives. Where cost estimates are sourced from should also be indicated

 **(max 1 page)**

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**9. Track Record**

* Include the following information for each CI **(do not include information for AIs in this section)**
* Brief statement of academic qualifications, awards and career details, including any career interruptions **(max half a page for each CI).**
* List all the peer reviewed publications since January 2014.

**Publications: For CIs only**

* Indicate with an asterisk (\*) those particularly relevant to this proposal.
* Itemise entries under the following headings: scholarly books, scholarly book chapters, refereed journal articles, refereed conference publications, other publications (e.g. patents).
* Where items have been accepted for publication, but have not yet appeared - provide the date on which they were accepted for publication (items submitted but not accepted should not be included)
* Include creative works, patents, major reports or other major outputs
* Publications must be numbered continuously.
* **No page limit applies to publications.**

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**10. Research Support**

Provide details of external and internal research funding since January 2018. List all projects / proposals / awards / fellowships awarded or requests submitted that you are named on. Add or delete rows as required.

1. Asterisk support related to this project.

2. CI names, project title, funding agency and scheme

3. Support type: R (requested), C (current), P (past).

This information must be supplied for each CI, **but not for AIs.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| \* | CI names, project title, funding agency and scheme | Status:R/C/P | 2018($) | 2019 ($) | 2020 ($) | 2021 ($) | 2022($) |
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**11. Strategy and Schedule for Attracting Substantial External Funding**

Outline your long-term research plans. Include reference to future research funding opportunities that will be targeted on completion of this project. Explain how this project will assist in the development of future grant applications and how it will increase your chances of securing future funding.

Provide a brief statement for each CI. Do not include information for AIs in this section. **Max half page per CI**.

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**12. Application Category**

Select the application category from the following:

[ ]  Developing the project with the aim of applying to the ARC Discovery Projects (DP) Scheme

[ ]  Developing the project with the aim of applying to the ARC Discovery Early Career Researcher Award (DECRA) Scheme

[ ]  Developing the project with the aim of applying to the NHMRC Project Grants Scheme

[ ]  Developing the project with the aim of applying to another external funding scheme

If other external funding scheme, please specify:

**13. Arrangements while on leave**

Will any of the named CIs be absent on OSP or another form of extended leave between 2020–2021? If yes, provide details below.

**Yes** [ ]  **No [ ]**

|  |  |  |  |
| --- | --- | --- | --- |
| **CI Name** | **Type of Leave** | **Dates of Leave** | **Explain how the project will proceed during the period of leave** |
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**14. Mentoring**

Explain how mentoring relationships will be established, and how junior members of the team will benefit from the project **(max half page)**

**15. Visiting Researcher**

Does this application request a visiting researcher as a budget item?

**Yes** [ ]  **No** **[ ]**

If yes, a two-page informative CV and a list of refereed publications (since 1 January 2014) for the visiting researcher must be included with the application.