Successful Grants Library Procedure

1. PURPOSE
To outline Macquarie University’s approach to providing access to, and the secure storage of, the Successful Grants Library, as well as the responsibilities of Macquarie University staff when accessing the Successful Grants Library.

2. OVERVIEW
The Successful Grants Library contains external and internal grant applications that were successfully funded at Macquarie University. The Successful Grants Library has been developed over time as a resource to assist Macquarie University grant applicants on framing, formatting and developing their own grant applications, by being able to see how others have done so.

3. SCOPE
This procedure will apply to all Macquarie University applicants whom access the electronic and/or hard-copy Successful Grants Library and the researchers who give approval for their grant to be included in the library, except for: those researchers who accessed the electronic and/or hard-copy Successful Grants Library before the adoption of this procedure.

4. PROCEDURE
Successful ARC and NHMRC grant applications, selected Macquarie University internal grants and selected other funding applications will be made available within the electronic and hard copy Successful Grants Libraries.

GRANT LIBRARY APPROVAL
Approval for inclusion of grants in the library needs to be given by the lead investigator, via the Macquarie University Pure Research Management System. No grants are included without permission being granted by the lead investigator. It is the responsibility of the lead investigator to seek approval from other investigators and partners named on the grant, if that is required. Lead investigators can request sections of their grant application are not made available in the Successful Grants Library by contacting the Research Development Consultants. The lead investigator can request the removal of their grant from the Successful Grants Library at any time by contacting the Research Development Consultants.

CONDITIONS OF ACCESSING SUCCESSFUL GRANTS LIBRARY
Applications included in the Successful Grants Library have been contributed by researchers to provide examples of successful grants for the use of Macquarie University applicants in developing their own grant applications. General notes may be taken to assist in the framing, formatting and layout of proposals. Content within the Successful Grants Library must not be copied or shared. By accessing the library, there is an agreement to not copy or share the contents of the library in any way. Those accessing the library are expected to adhere to the ethical and integrity guidelines outlined in Macquarie University Staff Code of Conduct (i.e. not plagiarise the work of others). Strict security measures have been taken to avoid copying or sharing.

ACCESSING SUCCESSFUL GRANTS LIBRARY
The Hard-Copy Successful Grants Library is located in the Research Office. For access contact a member of the Pre-Award Team to request a time. The Hard-Copy Successful Grants Library can be accessed by all Macquarie University grant applicants.

The Electronic Successful Grants Library can be accessed on or off-campus. Information on how to access the library is available at: www.mq.edu.au/research/research-funding-and-grant-opportunities/training-and-support/successful-grants-library. The Electronic Successful Grants Library can only be accessed by Macquarie University staff using their MQ OneID.

COMPLIANCE AND BREACHES: The Research Office may suspend access to the electronic and hard-copy Successful Grants Library if a person to whom this procedure applies breaches this procedure.

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