

Successful Grants Library Procedure

1. PURPOSE

To outline Macquarie University's approach to storing, 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 and prize applications that were successfully funded at Macquarie University. The Successful Grants Library is to assist Macquarie University grant and prize applicants on framing, formatting and developing their own grant and prize applications.

3. SCOPE

The 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 or prize application 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, selected other funding applications and prize applications will be made available within the electronic and hard copy Successful Grants Libraries.

GRANT LIBRARY APPROVAL

Approval will be given, by the lead investigator, via the Macquarie University PURE Research Management System or by email. It is the responsibility of the lead investigator to seek approval from other investigators and partners named on the grant. The lead investigator can request sections of their grant application are not made available in the Successful Grants Library by contacting the Research Development Managers. The lead investigator can request the removal of their grant from the Successful Grants Library at any time by contacting the Research Development Managers.

CONDITIONS OF ACCESSING SUCCESSFUL GRANTS LIBRARY

Applications included in the Successful Grants Library have been contributed by researchers to provide examples of successful grants or prizes for the use of Macquarie University applicants in developing their own grant and prize applications. General notes may be taken to assist in the framing, formatting and layout of proposals. Content with 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. Strict security measures have been taken to avoid copying or sharing.

ACCESSING SUCCESSFUL GRANTS LIBRARY

The Hard-Copy Successful Grants Library is located in Research Services. For access contact a member of the Pre-Award Team to request a time (see:

<http://www.mq.edu.au/research/research-funding-and-grant-opportunities/pre-award-and-faculty-contacts>). 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: <http://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: Research Services may suspend access to the electronic and hard-copy Successful Grants Library if a person to whom this procedure applies breaches this procedure.