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 applications that were successfully funded at Macquarie University. The Successful Grants Library is to assist Macquarie University grant applicants on framing, formatting and developing their own grant 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 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 will be given, by the lead investigator, via the Macquarie University PURE Research Management System. 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 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 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:
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.