



## VICE-CHANCELLOR'S RESEARCH GRANT SCHEME

2012

### GUIDELINES

#### Objective

The objective of the 2012 program is to support, on a competitive basis, different levels of researchers seeking financial support to conduct funded research for a pilot study.

Projects will be supported for a twelve-month period and applications are invited from either individuals or small teams. The funding will be available from September 2012 with the expectation that allocations will be expended in full by 30 August 2013. Successful applicants will be required to submit a final report by 30 September 2013, advising of the outcomes of the project and the external funding, valued at \$50,000 or more, applied for as a result of the project. Successful applicants will be notified late August 2012.

#### Eligibility for General Applicants

- Eligibility is restricted to staff who currently hold a full-time academic position or a part-time position with a 40% full-time equivalence or more. Contract staff, who hold a minimum contract of three (3) years, may also apply.
- Funding will not be provided for projects previously funded through central University or external support in a competitive research funding round. It is expected that the faculties may also provide some seed funding for research. Receipt of support at this level does not exclude applicants in this round.
- Funds from this program are not intended to support a project that is for a research higher degree.
- It is expected that applicants will have completed a research higher degree; will not be participating in higher degrees studies over the funding period and show evidence of beginning a track record in publications.
- Only a maximum of 2 applications will be considered per person.
- Applicants are **not** eligible if they received a VC grant in 2010 or 2011. This condition is based on the understanding that previous recipients will now be lodging applications for external funding, resulting from previously seed funded projects. Please note, this condition applies to the Chief Investigator only. Previous recipients are encouraged to be listed as a member of the research team.

#### Eligibility for Early Career Researcher Applicants

A number of Early Career Researcher only grants will be awarded. Early Career Researcher is defined as:

- within the first five years of completing your PhD (completed PhD after 2006), or
- within the first five years of your formal research career.

Early Career Researcher applicants must also meet **all** eligibility criteria listed under 'Eligibility for General Applicants'.

#### Funding Timetable

Call for Applications:	<b>Monday 18<sup>th</sup> June 2012</b>
Closing Date:	One hard copy and one electronic copy of the completed application, with a completed and signed "2012 VC Grant Application Coversheet" must reach the Office of Research Services by 5pm on <b>Tuesday 31<sup>st</sup> July 2012</b> .
Meeting of Selection Panel:	<b>Mid August 2012</b>
Notification of Grants:	<b>Late August 2012</b>
Funding Period:	<b>Monday 3<sup>rd</sup> September 2012 to Friday 30<sup>th</sup> August 2013</b>

## **Type of support**

The 2012 round of VC Grants is specifically for the purpose of providing seed funding and encouraging collaborative and interdisciplinary research. The maximum grant award is \$15,000, which must be expended by 30 August 2013.

Early Career Researchers, as defined under 'Eligibility for Early Career Researcher Applicants', are strongly encouraged to apply for this funding.

The primary purpose of this program is to provide opportunities for individuals or groups with well-established or developing track records in research to initiate high quality research projects that will contribute to achieving University strategic directions and lead to future external agency grant applications. Projects that may result in potential commercialisation opportunities are also strongly encouraged.

This program is also designed to encourage active research collaboration between:

- a) Researchers within faculties
- b) Researchers in two or more faculties
- c) The University and industry partners which will potentially attract matching funds from industry sources
- d) Bond University and other national and international university partners.

## **Selection criteria**

In addition to specific questions on the application form, applications will be assessed against the following selection criteria:

- Project description:
  - Is this a new or developing area of research?
  - Does the project have defined aims and anticipated outcomes?
  - Does the project draw on or enhance collaboration within the research area and/or across Faculties/Institutes?
  - Does the project address university and/or national research priorities? If so, how?
  - Is the project feasible within the 1 year time frame?
- Approach:
  - Is the conceptual framework, design, methods and analyses adequately developed, well integrated, and appropriate to the aims of the project?
  - Does the applicant acknowledge potential problem areas and consider alternative tactics?
- Innovation:
  - Does the project employ novel concepts, approaches or methods?
  - Are the aims original and innovative?
  - Does the project challenge existing paradigms or develop new methodologies or technologies?
- Investigator:
  - Is the Chief Investigator/s appropriately trained and suited to carry out this work?
  - Is the work proposed appropriate to the experience level of the Chief Investigator and other researchers (if any)?
- Benefits to the University:
  - What grants will be applied for as a result of this seed funding?
  - What publications, conferences and journals will result from this seed funding?
  - Will collaboration result in new areas of research?

## **Membership of Selection Panel**

The selection panel for the VC Internal Research scheme will comprise the Pro Vice-Chancellor (Research) as Chair and the Associate Deans of Research. The Director of Research will be responsible for the provision of administrative support to the panel. The Director may provide comment on the applications or applicants but will not have any voting rights.

The panel may, at its discretion, seek expert advice from within or outside the University.

## Procedures

On the basis of the written application and expert opinion (where taken) the panel will determine a rank order and a recommendation regarding those applications that will be funded.

The Office of Research Services will prepare a report on the proceedings of the meeting and the recommendations for funding. Following approval of this documentation by the Vice Chancellor, all applicants will be informed of the outcomes of their applications and their right to appeal the decisions of the panel. All Deans will be informed of these outcomes. An appeal may be made only on grounds of procedural irregularity. The selection panel will endeavour to provide constructive feedback to applicants. Unfortunately, experience has shown that there are often good applications that cannot be supported simply because funds are limited and other applications are judged to be more competitive.

Successful applicants will be required to formally accept the grant offer. This will confirm their commitment to the project to complete within the specified timelines, provide a final report on the outcomes of the project and submit at least one external grant application with a minimum value of \$50,000. If ethics clearance is required for the project, the researcher must obtain ethical clearance prior to receipt of the funding.

Requests for an extension to the project beyond the twelve months granting period may be considered (for a period of no more than three months) if a written request is received by the Director of Research before the termination of the grant period. Unexpended funds at the end of the grant will be recovered for reallocation in future funding rounds.

## Instructions for Applicants

The application documents are available from the Research website or on request, will be emailed to you by the Office of Research Services.

A complete application consists of the following documents:

1. a completed "Vice Chancellor's Research Grant 2012 Application Form", with attachments,
2. a completed "2012 VC Grant Application Coversheet" complete with all relevant signatures.

One hard copy plus one electronic copy must be forwarded to the Office of Research Services by the **closing date of Tuesday 31<sup>st</sup> July 2012**. Please email your electronic copy to [research@bond.edu.au](mailto:research@bond.edu.au)

*The following instructions must be observed for completion of the application form:*

- A2 Proposal title** – approximately twenty (20) words accurately describing the nature of the research
- A4 How many current Bond University students are involved in this project and to what extent?** At what level is each student studying (eg. Hons, Masters, PhD)? Will involvement in this project convert an undergraduate student to a Higher Degree Research student?
- B Project Description** - Refer to the Selection Criteria (on page 2 of this document) and attach no more than three (3) A4 pages explaining the nature and methodology of your proposal (References must be included). Consider how and what information will be acquired, how the data will be analysed, provide a timeframe and show that it is appropriate and achievable. State clearly the objectives and anticipated outcomes of the project. Detail the availability of any infrastructure items required for the project.
- C Project Costs** - Budget Items requested must be detailed under the suggested headings below and substantiated in the Budget Justification. All budget items must be prioritised. Expenditure of grant funds will be in accordance with approved budgets. Any request for variation to an approved budget must be forwarded to the Director of Research.

**Personnel:** Request for funds for personnel must be detailed in terms of need, level of appointment, number of hours, on-costs, etc. Requests for relief from routine teaching tasks (in any delivery mode) will be considered. Such requests must be substantiated with written endorsement provided by the appropriate Head of Department and/or Dean of Faculty.

**Students:** As *Personnel* - all Students listed in A4 should be included.

**Equipment:** Requests for computers are not normally considered favourably. All items of equipment approved for purchase remain the property of the University.

**Consumables:** Consumables include such products as software licences, printing, stationery, and postage

**Travel:** Travel may be supported when presented as an integral part of a project (eg field work). Requests for travel support must consider the most economic forms of travel and accommodation. Travel for conference attendance will not normally be approved. Travel may include airfares, accommodation and car hire. Please list expenses per diem where possible.

**Conference/Promotional:** Conference costs should indicate the duration of the conference and list costs per diem where possible. Must include details of all costs associated with venue, catering, facilitation, promotional material etc.

**Contract Services:** Contract services include items which are outsourced such as external contracts for grant writing and expert opinions etc.

**Miscellaneous:** All budget items that do not fit into the named categories

- D Budget justification** - A detailed and substantiated justification of your proposed budget, of no more than ½ an A4 page, which refers to the budget items listed above.
- E3** The first named Chief Investigator's resume must be attached and include the following details:
- Qualifications held
  - Current and previous appointment(s)/position(s) – during the past 10 years
  - Details on your career and opportunities for research over the last 5 years
  - Publications, conferences
- F** Reference should be made to future potential grant applications, valued at \$50,000 or more, that may result from this seed funding

**Some points to remember:**

1. Literature review should be completed prior to development of the submission.
2. Application should be prepared as a correctly referenced academic document.

**Contacts:**

If you require assistance or clarification with the VC Grants process, please contact:

Margaret Bransgrove or Latha Kancherla  
Grants Coordinators  
Office of Research Services  
Phone: 07 559 5039  
mbransgr@bond.edu.au or lkancher@bond.edu.au