

# Competitive Grant Start Up

## Internal Grant Scheme Funding Guidelines

### 1. Governing Policy

These guidelines are governed by the Australian Catholic University Research and Enterprise Funding Policy.

### 2. Overview

The Competitive Grant Start Up scheme is designed to support the University's Research and Enterprise strategy of achieving sustainable research excellence. This competitively assessed initiative seeks to develop future capability and capacity within the research ecosystem by providing seed funding for activities that help prepare academics for an external competitive grant submission.

Funds of up to \$20,000 are available to support activities that can be shown to directly support progress towards a competitive grant submission.

### 3. Eligibility criteria:

The lead researcher must be an ACU staff member employed on a continuing or fixed-term basis at a minimum 0.4FTE. Where fixed-term, employment must extend to the end of the grant scheme reporting timeline.

### 4. Application Requirements and Submission

Applications must be submitted on the application form and provide details of:

- i. all collaborators (internal and external), and identify a lead researcher;
- ii. how proposed activities will directly support the preparation for an external competitive grant submission;
- iii. specific grant schemes targeted, including how the proposal supports a long term funding strategy;
- iv. proposed outcomes, including any ERA eligible outputs;
- v. budget; and
- vi. how the proposed activities and research align with the Research and Enterprise plan 2022-2023.

Approved projects are generally expected to be of up to twelve-months duration. Unspent funds will not be carried forward beyond the end date of the project.

Applications will be considered on an ongoing basis and should be submitted via Orion. Applications should be submitted before 1 December for commencement in the following year.

## 5. Use of Funds

Examples of funded activities could include:

1. Pilot studies;
2. Working with an industry partner or working with an end-user group in preparation for a competitive grant application;
3. Field work and associated costs, including travel and accommodation costs, and childcare costs where a child or dependent needs to travel with their parent in order for the research to be undertaken;
4. Bringing research partners to ACU campuses or for ACU academics to travel for the purposes of developing collaborative competitive grant applications;
5. Funding to match seed funding from an external research partner, for small- scale research which is likely to lead to larger-scale collaboration;
6. The cost of employing research or administrative assistants associated with a pilot study related to a competitive grant application; or
7. Purchase of minor equipment, peripherals, software, and consumables that are not covered by normal expenditure, are specific to the proposed grant project, and would be used for the life of the project.

Details of how proposed activities will directly support the preparation for an external competitive grant submission must be included in the application.

## 6. Selection Process

The Competitive Grant Start Up Selection Committee, chaired by the Deputy Vice-Chancellor Research and Enterprise (or nominee), will make the final assessment and selection of successful projects. The Selection Committee reserves the right to discuss applications with Executive Deans, Associate Deans (Research), or other senior colleagues, and reserves the right to seek further information from applicants before making a final recommendation.

Applications will be assessed based on:

- i. extent to which proposed activities will directly support the preparation for an external competitive grant submission;
- ii. the quality and feasibility of the proposed project;
- iii. quality of the track record/s of the proposed researcher/research team; and
- iv. extent to which the proposed activities and research align with the Research and Enterprise plan 2022-2023.

In awarding funding, the Selection Committee will give priority to applications involving multiple investigators.

The Selection Committee will determine the final amount awarded to each successful project.

The lead researcher will be advised of the application outcome in writing within one month of the closing date. Grant offers must be accepted in writing.

## **7. Reporting**

The lead applicant will be the contact person for all administrative matters in relation to the project and is responsible for financial administration and internal reporting requirements, including financial acquittal and final reporting.

Funded research with a duration exceeding one year is subject to submission of an annual progress report against milestones and outcomes. The progress report is due 12 months after the project start date and should be submitted to [res.development@acu.edu.au](mailto:res.development@acu.edu.au).

All funding recipients must submit a final report within 30 days of the completion of the project. This includes research of one year duration.

Successful applicants are expected to provide appropriate acknowledgement of University support when communicating project outcomes.