Large Research Grants Funding Rules

1. Submission Deadline
Applications for funding will be accepted at any time in 2021.
Applications for this scheme must be made using the College Large Research Grant form.

2. Details
The College Large Research Grant (CLRG) aims to support *new* research and scholarship of teaching, that requires <u>one year of funding</u> <u>only</u>, including:
- high quality, stand alone, research projects of modest cost;
- high quality pilot projects as the first stage in the process of gaining external grant support;
- projects submitted by early career researchers (ECRs - as per Flinders University definition i.e. 1-8 years post PhD conferral) showing clear evidence of high research capacity;
- high quality, stand alone projects in the scholarship of teaching.

The CLRG will support excellent research and enhance the College research performance for balanced and research only academic staff with preference given to applications in areas of scale and focus.

3. Eligible Activities
3.1 Activities Supported
CLRG can be used to support the following activities:
- New, discrete research projects;
- A single element of a larger on-going project (e.g. a new research question or stage in a longitudinal study) which has not received funding to date, and from which tangible outputs will arise. Applications should clearly indicate how the proposed research for which CLRG funding is being sought is new;
- New, discrete projects in the scholarship of teaching.

3.2 Activities Not Supported
CLRG can not be used to support the following activities:
- Projects that are funded from another source in the relevant or a previous funding year i.e. a CLRG may not be used to 'top-up' another project or grant awarded for the same or a previous year.
- Consultancies or projects more akin to consultancies.
- The hiring of casual or sessional staff to work on teaching materials for topics or short courses/executive education or for teaching or being a teaching assistant.

4. Participant Eligibility
Note: Only Flinders staff and academic status holders can apply for funding through this scheme.

4.1 First-Named Chief Investigators on Research-Related Applications
The first-named Chief Investigator (CI) on a CLRG research-related application will:
- be a member of balanced or research-only staff of the College of Business, Government and Law (CBGL) employed at Level A or above under academic employment conditions at a minimum of 0.4 FTE for a full year, and be employed for the entire duration of the grant should it be awarded;
- take responsibility for the intellectual leadership of the CLRG project.

Staff at Classification Levels D+ and E are eligible to apply. However, applications from staff at A, B, C and D may be prioritised.

4.2 First-Named Chief Investigators on Scholarship of Teaching-Related Applications
The first-named Chief Investigator (CI) on a CLRG scholarship of teaching-related application will:
- be a member of balanced or teaching-only staff of the College of Business, Government and Law (CBGL) employed at Level A or above under academic employment conditions at a minimum of 0.4 FTE for a full year, and be employed for the entire duration of the grant should it be awarded;
- take responsibility for the intellectual leadership of the CLRG project.

4.3 Additional Chief Investigators
Additional Chief Investigators may include:
- Balanced and research-only staff for research-related projects, and balanced and teaching-only staff for scholarship of teaching projects;
- Fixed term contract academic staff with a contract for the entire duration of the project for which funding is sought. If they do not have a contract for the entire period of the grant at the time of application, it must be in place by 1 July of the relevant funding financial year, in order for funding to be approved.
- Staff with academic status, including Emeritus Professors, Honorary Visiting Fellows, and Honorary Research Fellows
- Staff who are current undergraduate or postgraduate students

Additional CIs may be employed at less than 0.4 FTE.

4.4 Requirements of All CIs
All CIs listed in an application must:
- Be able to demonstrate, in the application, reasonable time and capacity to make a serious commitment to the project under consideration, taking into account the full range of scholarly activities included within their position (other research projects, administrative and teaching responsibilities etc.);
- If a research associate/research fellow who is employed 100% on (an)other research project(s), demonstrate the capacity to make a serious commitment to a CLRG project. Eligibility is subject to the proviso that holding a CLRG is not inconsistent with the provisions of that primary award;
- Declare in their application any anticipated absences from Flinders University that are longer than one month (study leave, long-service leave, maternity leave etc.) and explain how the proposed project will be managed in view of the anticipated absence.

4.5 Additional Participants

Information about any other investigators not named as CIs, and their proposed roles in the project, should be included in the project description (e.g. researchers employed in other institutions, and research assistants). Other investigators may include participants from outside the university sector, for example, industry/government partners if the intention is to subsequently apply for external competitive grants with industry partners.

4.6 Application submission limits

While there are no formal limits on the number of College Large Research Grant applications that may be submitted involving any one individual, the individual needs to be aware that the College has discretion not to fund multiple applications based on budgetary restrictions, or on its assessment of the individual's capacity to make a serious commitment to each project. Staff who have been successful in obtaining funding under other College internal research support schemes within the last three years may apply for new funding. However, the application must be made for a **different purpose** and there must be evidence submitted of a satisfactory deployment of previous funding.

5. Funding

5.1 Level and Period of Funding

The following budget limits apply:
- Minimum budget request: **$5,000**;
- Maximum budget request: **$15,000**.

Notwithstanding the above, the College reserves the right to determine the level of funding, and the College may reduce the budget allocated to less than $5,000.

Funding will be available to successful applicants for 12 months. In **exceptional** circumstances the College may approve an extension to the funding period for up to 6 months. Requests for extension must be made in writing prior to 1 month before the end of the funding period.

5.2 Eligible Expenses

The following items are eligible for funding under CLRG:
- Personnel: e.g. RAs involved in the project for data collection and analysis, interviewing, transcription of interviews etc.; IT consultants where essential to the conduct of the research. Note: These awards cannot be for the hiring of casual or sessional staff to work on teaching materials for topics or short courses/executive education or for teaching or being a teaching assistant;
- Fieldwork and travel for data collection purposes: associated costs, including subsistence, etc.;
- Maintenance/consumable items: essential to the conduct of research including costs incurred in the course of experiments and non-standard items, etc.;
- Equipment: may be considered, where essential, with preference given to equipment that can be made available to other members of staff after the end of the project. Any equipment purchased with CLRG funds will remain the property of CBGL.

5.3 Ineligible Expenses

The following items are not supported:
- CI salaries or consulting fee;
- The hiring of casual or sessional staff connected to any form of teaching task e.g. lecture materials, marking, giving lectures, tutorials, developing or amending material for short courses, teaching, lectures, tutorials etc.;
- Support for CBGL PhDs;

- Teaching or marking relief;
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery;
- Activities for which funding is available from other sources, for example, Outside Studies Program, Establishment Grants;
- Conference or workshop travel, registration or associated costs (unless the conference or workshop is for data collection which must be specifically outlined and justified);
- Laptops: unless a convincing case is made that states a dedicated laptop is essential to the project.

6. Applications

6.1 Application format

Applications for funding must be made using the CLRG application form. All parts of the application form must be completed, and all supporting documentation supplied, for an application to be eligible for assessment.

6.2 Budget

Each budget item should be precisely named and priced, reflecting the needs of the project. All budget items must be persuasively justified by reference to the project aims, methods, and outcomes. Budgets may include (but are not limited to) requests for research assistance, and consumables beyond those normally provided by the College. Budgets should not include travel, unless for data collection which will need to be explicitly outlined and justified. Conference travel is applied for under the scheme for conference travel.

Please note, personnel costs must include on-costs.

Reference to any financial or in-kind contributions from other sources should be included on the Application Form.

6.3 Ethics clearances

Where clearances are required, if not already submitted, applicants should submit protocols for ethics clearance to the appropriate ethics committee once their application has been submitted. Funding will be conditional upon successful ethics approvals being confirmed.

6.4 Other

Assessors may not be specialists in the subject area; therefore, applicants must ensure that their proposal is readable and clear to both specialist and non-specialist readers.

The College recommends that, especially for applicants claiming ECR status, draft proposals are read by a research mentor within the relevant research section.

6.5 Submission

Application forms and associated supporting documentation must be submitted to cbgl.research@flinders.edu.au.

Upon submission you will receive confirmation of receipt by return email within 5 working days. If you have not received confirmation of receipt by that time, please contact cbgl.research@flinders.edu.au.

7. Assessment Procedure

Applications will be assessed by an expert committee comprising senior academic staff members and top researchers at the College. The committee will prepare funding recommendations and present these to the Vice President and Executive Dean, who will make the final decision on whether to fund an application and at what level.

Projects will be assessed based on the following criteria:

- Project quality (60%) – including methodology, originality, feasibility, justification of budget, and significance of expected outcomes
- CBGL Chief Investigator(s) track record over past three years (40%) – including research income, quality of research output, end user engagement and impact, any Early Career Researcher (ECR) status (based on the Flinders University definition of an ECR i.e. 1-8 years post PhD conferral)

The Dean (Education) will make recommendations to the Vice President and Executive Dean with respect to funding of scholarship of teaching.

Feedback will be given to all applicants as a matter of course. Feedback is intended to be advisory and indicative only, and may not necessarily cover all the issues discussed when assessing the application.

8. Successful Applicant Responsibilities

Successful applicants will be required to:

- Obtain any ethics approvals required prior to undertaking the work for which ethics approval is required;
- Ensure all expenditure is consistent with the application budget and all financial claims against the project account are submitted in a timely fashion and prior to the project end date. Monies will be recouped if not spent in the designated period;
- Submit to the College a report (using the relevant proforma available by contacting cbgl.research@flinders.edu.au) within 1 month of the end of the funding period.

COLLEGE LARGE RESEARCH GRANT

1. PROJECT DETAILS

Lead Chief Investigator	
Project Title **(**max 100 characters)	

Project Summary (max 1500 characters - approx 200 words)

Format as follows:

1. Introductory statement: This Project aims to address/investigate/review ... ; by utilising/advancing/conceptualising …
2. Context: This Project expects to generate new knowledge in the area of … using an innovative approach/using interdisciplinary approaches/utilising new techniques …)
3. Outcome statement: Expected outcomes of this Project include … / enhanced capacity to build institutional/disciplinary collaborations/theory development/refined methods/improved techniques …
4. Benefit statement: This should provide significant benefits, such as …

Please check this box if you **do not** permit this application to be used for staff development

Total Amount Requested *(This field auto-fills from Budget Total)*

Grant allocation: $5000 - $15,000. If request is less than $5000, you may be eligible for a College Miscellaneous Small Grant

Project Start Date		Anticipated End Date		No. Months

Ethics Approval	Not required		Go to Section 2: Chief Investigators
	Required		Complete Ethics Approval Status item below

Ethics Approval Status	Not yet sought	
	Has been sought	Application Date
	Has been granted	Approval Number

College of Business,
Government & Law

2. CHIEF INVESTIGATORS

Named Chief Investigators on project:

    i.   The first-named CI must be from BGL and take intellectual responsibility for the project.
    ii.   A Chief Investigator/Applicant Profile form **must** be completed and submitted with this application for each named Chief Investigator.

Number	First Name	Surname	FTE Fraction *(Assigned to Project)*	Profile Attached
CI 1 (Lead)				
CI 2				
CI 3				
CI 4				
CI 5				
CI 6				

3. PROJECT DETAILS

Please provide, in a separate document, details of the project for which funding is sought. Details for the project must not exceed five (5) pages and are to be grouped under the following headings (as per ARC Discovery Grant requirements):

A.   PROJECT TITLE
B.   AIMS AND BACKGROUND
C.   INVESTIGATOR(S)
D.   PROPOSED PROJECT QUALITY AND INNOVATION
E.   FEASIBILITY

F.   BENEFIT
G.   COMMUNICATION OF RESULTS
H.   MANAGEMENT OF DATA
I.   REFERENCES
J.   ACKNOWLEDGEMENTS (IF REQUIRED)

Applicants should write this text in such a way that it is clear to both specialist and non-specialist readers.

Visit ARC Discovery Projects, Instructions to Applicants 2019: 3. Part C, Project Description for advice on what to include under headings A - J.

K.   RELATED PROJECTS

For **Flinders funded projects** that have been identified as **related** by Chief Investigators named on this project (see Chief Investigator/Applicant Profile form, section 4: Funding Record), explain how this project is different and why it is considered to be new research.

COLLEGE LARGE RESEARCH GRANT

4. BUDGET

A. Personnel (Hourly rates must include on-costs)

Role	Level	Hours	$/h (excl. on-costs)	On-cost $/h (will auto-fill)	Amount (will auto-calculate)
				TOTAL	

B. Equipment (Indicate the cost of equipment and installation. Base the cost on the latest prices obtained from the supplier at the time of submission and do not simply estimate cost)

Item	Amount
TOTAL	

C. Fieldwork (Costs associated with field research essential to the Project, including technical and logistical support)

Item	Amount
TOTAL	

D.	Travel	See [Standard Travel Rates](#) for airfares, accommodation, and meals and incidentals. Designate the costs clearly, itemising origins and destinations and carriers for travel, vehicle mileage rates, etc.

Item	Amount
TOTAL	

E. **Other** (e.g. software, catering)

Item	Amount
TOTAL	
TOTAL REQUESTED	

COLLEGE LARGE RESEARCH GRANT

F.   Justification of Budget

Fully justify below each budget item requested in terms of need and cost. e.g. a research assistant/technician with a specific level of expertise is required for 'x' number of days. Provide the same level of explanation for all requested items. Please submit with this application any supporting documentation for budget items.

COLLEGE LARGE RESEARCH GRANT

5. CERTIFICATION

Lead Chief Investigator:

I certify to the best of my knowledge that:

1. All the details on this form are true and complete;

2. I have complied with the Guidelines;

3. I understand and agree that all required ethics clearances, as outlined in the application form, must be obtained before the project commences and before any expenditure against the grant is made;

4. I understand that as the first-named CI, I take the intellectual responsibility for the project; and where I am employed full time on other research projects, I have demonstrated that I have sufficient time to commit to this project and I have demonstrated that my inclusion on this proposed project is compliant with my existing grant.

Sign *(Digital Signature)*		Date	

[END OF FORM]

COLLEGE LARGE RESEARCH GRANT

STANDARD TRAVEL RATES - 2021

OVERSEAS			
Region	**Flights (including taxes)**	**Accommodation (per day)**	**Meals and Incidentals (per day)**
Asia	$1200.00	$155.00	$ 50.00
North America	$2000.00	$175.00	$ 50.00
Europe	$2200.00	$230.00	$ 50.00
DOMESTIC			
	Flights (including taxes)	**Accommodation (per day)**	**Meals and Incidentals (per day)**
Brisbane	$450.00	$205.00	$ 50.00
Sydney	$400.00	$185.00	$ 50.00
Canberra	$550.00	$168.00	$ 50.00
Melbourne	$300.00	$173.00	$ 50.00
Hobart	$600.00	$132.00	$ 50.00
Perth	$600.00	$203.00	$ 50.00
Darwin	$800.00	$216.00	$ 50.00