**UON 2017 Ourimbah Strategic Pilot Grant Scheme**

**Application form**

# CLOSING DATE: Monday 17 July 2017

*Late or incomplete applications will not be considered*

A maximum of $10,000 will be awarded per grant application. Please refer to the Guidelines for eligibility and selection criteria.

## LEAD CHIEF INVESTIGATOR (CIA) DETAILS

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| --- |
| Title, first name, surname: |
| School, Faculty: |
| Level of current appointment (e.g. level A): |
| Commencement date of current appointment: |
| End date of current appointment: |
| If fractional indicate percentage: |
| Employed on a research grant (y/n): |
| Telephone: |
| Work address: |
| Email: |
| Gender: |
| Highest academic qualification: |
| Year of award: |

*Chief Investigator A (CIA) will be considered the contact point for the Ourimbah Strategic Pilot scheme and is understood to be acting for and in concurrence with all Chief Investigators.*

## ADDITIONAL CHIEF INVESTIGATOR (CI) DETAILS

***Please complete for each person listed on the project. Copy and paste additional boxes for each CI as needed.***

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| Title, first name, surname: |
| School, Faculty: |
| Level of current appointment (e.g. level A): |
| Commencement date of current appointment: |
| End date of current appointment: |
| If fractional indicate percentage: |
| Employed on a research grant (y/n): |
| Telephone: |
| Work address: |
| Email: |
| Gender: |
| Highest academic qualification: |
| Year of award: |
| Signature: |

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| Title, first name, surname: |
| School, Faculty: |
| Level of current appointment (e.g. level A): |
| Commencement date of current appointment: |
| End date of current appointment: |
| If fractional indicate percentage: |
| Employed on a research grant (y/n): |
| Telephone: |
| Work address: |
| Email: |
| Gender: |
| Highest academic qualification: |
| Year of award: |
| Signature: |

***TITLE OF PROPOSAL*** *(max 50 words)*

## SELECTION CRITERIA

1. Describe the impact of the research project in terms of the contribution made to the economy, society, culture, national security, public policy or services, health, the environment, or quality of life, including and (where possible) beyond contributions to academia (no more than ½ page).
2. For industry-related proposals, describe how the current project will develop a new industry partnership or collaboration, or conversely, how a current industry relationship will be strengthened (no more than ½ page). For applications without an industry focus, please insert N/A in the box below.
3. Outline the potential for strategic growth of research within UON. For example, will the proposal lead to further research opportunities or applications for external funding? (no more than ½ page)
4. For proposals requesting equipment, please address the following (no more than ½ page; if not requesting equipment, insert N/A):
   1. how the equipment supports high quality research;
   2. whether the equipment is a strategic investment into research infrastructure;
   3. availability of related or alternative equipment;
   4. support and maintenance for equipment.

## PROJECT DESCRIPTION

## Please attach a separate document (PDF format) which adheres to the following guidelines:

## Three A4 pages maximum, including references.

## Arial 11 point type font.

## Use the headings: Background, Aims, Significance and Expected Outcomes, Methods, Research Plan, Timetable.

## Name the file in the following format: ‘CIA Surname\_Project Description.pdf'

## Figures may be included, but they must be contained within the three page limit.

## BUDGET

*Detailed budget exclusive of GST*

Note: Total amount requested must not exceed $10,000

|  |  |  |
| --- | --- | --- |
| **Detailed Budget Items** | | **Amount Requested** |
| Personnel: |  |  |
| Equipment: |  |  |
| Maintenance: |  |  |
| Travel: |  |  |
| Other: |  |  |
| **TOTAL:** |  |  |

# UON Procurement requirements:

As per the Procurement guidelines, for goods and services valued from $5,000 to less than $50,000 (GST exclusive), at least two written quotations must be obtained. Quotes are required upon submission of application. If, due to the specific nature of the equipment, only one suitable supplier is available, an exemption application must be submitted through RFS prior to the purchase of the equipment.

**Budget Justification**

In **no more than one page** fully justify in terms of need and cost, each budget item requested using the headings Personnel, Equipment, Maintenance, Travel and Other.

NOTE: All items MUST be justified in terms of need for the project.

|  |  |
| --- | --- |
| **Personnel** | |
| Item | Justification |
|  |  |
|  |  |
|  |  |
| **Equipment** | |
| Item | Justification |
|  |  |
|  |  |
|  |  |
| **Maintenance** | |
| Item | Justification |
|  |  |
|  |  |
|  |  |
| **Trave**l | |
| Item | Justification |
|  |  |
|  |  |
|  |  |
| **Other** | |
| Item | Justification |
|  |  |
|  |  |
|  |  |

## EXTERNAL/INDUSTRY OR INTERNAL (SCHOOL OR OTHER SUPPORT) FUNDING FOR THIS PROJECT

In the space below detail support to be provided for this project from other sources (e.g., School/Faculty, other grant schemes). Please include a brief summary of what the money will be used for and designate a budget category (personnel, equipment, maintenance, travel or other) for all support listed.

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## INVESTIGATOR TRACK RECORD

## Please note the following pages from each named investigator’s UON web profile will be utilized for this purpose, so it is important to ensure pages are current:

## Career summary

## Publications

## Grants and Funding

## Supervision

## Information assessed from the profile will be limited to the last five years.

## In addition, please attach a separate document (PDF format) which includes career highlights for each applicant listed as an Investigator.

## In no more than one A4 page, including the following sections:

## Top 5 research outputs, including a brief statement for each outlining the significance.

## Additional evidence in relation to research impact, awards or achievements not included within the web profile that you would like to be considered.

## Combine all documents into one document (PDF).

## Name the file in the following format: ‘CIA Surname\_Investigator Track Records.pdf'

## CAREER DISRUPTION

## Please summarise any career disruptions that have had an impact on productivity in the last five years. Interruptions of a sensitive nature can be detailed in an email to [angela.mcpherson@newcastle.edu.au](mailto:angela.mcpherson@newcastle.edu.au) rather than in the box below (no more than ½ page).

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# Please submit your application in PDF format including Project Description, Investigator Track Records, signatures and any supporting documentation, if applicable, to [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au)

## CHECKLIST:

□ UON web profile is current and includes CV information for all applicants.

□ Application form is completed.

□ Application form is signed by all listed CIs, as well as the Head of School and AD(R) for the lead CI.

□ Project Description is attached.

□ Track record for each investigator attached.

□ Supporting evidence provided (if applicable).

□ Support advice included from ARCS team for software/hardware component where applicable.

## CERTIFICATION: TO BE SIGNED BY LEAD CHIEF INVESTIGATOR (CIA)

I certify that all the details in this application are correct.

I understand that research within the University must be conducted in accordance with the Guidelines for Responsible Practice in Research and specifically that clearance for research involving humans, animals and/or safety implications must be obtained before the research commences.

I declare that all persons listed as Chief Investigators have agreed to take part in the proposed research.

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Signature Date

## CERTIFICATION: TO BE SIGNED BY HEAD OF SCHOOL

I certify that the project can be accommodated within the general facilities in my School and that sufficient working and office space is available for any proposed additional staff. I am prepared to have the project carried out in my School under the circumstances set out by the applicant.

I have noted the amount of time which the investigator will be devoting to the project and confirm that it is appropriate to existing workloads.

I have noted my School will be responsible for funding ongoing maintenance costs for this piece of equipment (if applicable).

**Note:** A confidential statement may be forwarded to the Research Strategy Group if advisable. Comments:

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Signature Date

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Print Name

## ENDORSEMENT: TO BE SIGNED BY ASSISTANT DEAN (RESEARCH)

This application has been reviewed and endorsed for submission to the Research Strategy Group by the Faculty Assistant Dean (Research).

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Signature Date

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Print Name