**UNIVERSITY OF NEWCASTLE**

**LINKAGE PROJECTS SUPPORT SCHEME (LiPSS)**

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* 1. Summary

The University of Newcastle (UON) periodically offers research support schemes to foster and encourage competitive submissions to external research funding schemes. The Research and Innovation Division reviews, approves and administers these internal grant schemes, awarded on criteria that are relevant to the external funding programs and the UON Strategic directions.

* 1. Objective

The objective of the University of Newcastle Linkage Projects Support Scheme(LiPSS) is to support UON researchers to develop new research collaborations with partner organisations in order to submit a proposal to the ARC Linkage Projects scheme with UON as the Administering Organisation.

* 1. Definitions

In these Guidelines, unless the contrary intention appears:

**Application** – the request for funding under the LiPSS.

**Chief Investigator (CI)** – researcher(s) applying for funding under the LiPSS.

**Grant** – the Application approved by the SDVCR&I for funding under the LiPSS

**Industry Program Coordinator** – the role responsible for the administration of the LiPSS.

**LiPSS –** the University of Newcastle Linkage Projects Support Schemepreviously named the UON Linkage Pilot scheme and the UON Industry Collaboration Support scheme.

**UON** – The University of Newcastle

**Partner Organisation** - an organisation which satisfies the eligibility conditions for a Partner Organisation under the current ARC Linkage Projects Funding Rules.

**SDVCR&I** – Senior Deputy Vice Chancellor (Research and Innovation) is responsible for the approval of requests for funding under the LiPSS.

**RSG –** Research Strategy Group

* 1. Funding and Duration of Grant
     + 1. Grants will be awarded in the range of $2,000 - $5,000.
       2. Grants will be awarded for funding in the same calendar year of the planned submission of the ARC Linkage Project proposal with all expenditure to be incurred prior to the submission of the ARC Linkage Project proposal and after the approval of the LiPSS Application.
       3. The relevant School or Faculty will cover the costs as specified in the LiPSS Application.
       4. On submission of an ARC Linkage Project proposal with UON as the Administering Organisation within the approved time, the Research and Innovation Division will reimburse the funds to the relevant School/Faculty.
       5. Reimbursement will be based on actual expenditure in the calendar year in which it was incurred. This expenditure must be in accordance with the approved LiPPS budget and incurred prior to the submission of the ARC Linkage Project proposal.
  2. Selection Criteria
     + 1. The selection criteria for this scheme are:

1. Performance evidence of the researcher(s) capacity to undertake and manage the proposed research collaboration to the point of submitting a Linkage Projects proposal to the ARC
2. Evidence of a collaboration between a Partner Organisation and the UON that will result in the submission of an ARC Linkage Projects proposal.
3. Evidence that the Partner Organisation is eligible and has the capacity to contribute to an ARC Linkage Projects proposal
4. The potential of a successful ARC Linkage Projects proposal
5. Value for money.
   1. Eligibility
      1. Chief Investigator Eligibility
         1. To be eligible for a LiPSS Grant all Chief Investigators named on the Application must satisfy the eligibility conditions for a Chief Investigator under the current ARC Linkage Projects Funding Rules.
         2. In accordance with ARC requirements, all Chief Investigators must reside predominantly in Australia for the full term of their participation in the Linkage Project. If the person does not have permanent resident status they must obtain temporary or permanent resident status from the Department of Immigration and Citizenship before they may commence on a LiPSS Grant.
         3. All Chief Investigators, whether first named or subsequent, must have no outstanding reports for UON research grants. This includes but is not limited to: LiPSS; UON Linkage Pilot; Equipment; and Research Advantage grants. If **any Chief Investigator** has an outstanding report at the time of submission then the **Application will be ruled ineligible.**
         4. If any of the Chief Investigators have received prior support under this scheme, or previous version of this scheme, then they must have met the requirements of that scheme in submitting the required external application (ARC LP, Training Centre, CRC-P and/or NHMRC Partnership). If this requirement wasn’t met then justification must be provided as to why further UON support should be provided.
      2. Partner Organisation Eligibility
         1. To be eligible as a Partner Organisation the organisation must meet the eligibility requirements set out in the current ARC Linkage Projects Funding Rules.
      3. Limits
         1. A Chief Investigator cannot submit an Application if they already have an Application under consideration, regardless of whether the Chief Investigator is first named or otherwise.
         2. If a Chief Investigator already has an active LiPSS Grant then they are not eligible to re-apply until the current Project is complete, and a final report submitted, regardless of whether the Chief Investigator is first named or otherwise.
         3. Once a Chief Investigator has received a LiPSS grant then they are only eligible to apply following submission of an ARC Linkage Project proposal with UON named as the Administering Organisation with the Chief Investigator named as a Chief Investigator on the submitted ARC Linkage Projects proposal. This applies regardless of whether the funding was reimbursed to the School or Faculty.
      4. Exemption request
         1. Staff may make a case to the SDVCR&I for an exemption to the eligibility criteria above. This case must be submitted to the Research Grants Office via the [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) email address.
   2. Conflict of Interest
      * 1. All Chief Investigators must detail in the Application if their involvement would generate or represent a Conflict of Interest. Conflicts of Interest can arise in many situations. It is not unusual or wrong to have a Conflict of Interest. Actual, potential or reasonably perceived Conflicts of Interest may arise in decision making or in actions, and need to be managed. Conflicts of Interest in the research area are common and it is important that they are disclosed and dealt with properly.
6. Conflicts (actual conflict) of Interest arise when a person’s private-capacity interests could adversely affect the proper performance of their official function or duty. A Conflict of Interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise.
7. A perceived (or apparent) Conflict of Interest exists where it could be reasonably perceived by a disinterested third party that a person’s private interests could improperly influence the performance of their duties – whether or not this is in fact the case.
8. A potential Conflict of Interest arises where a person has private interests that could conflict with their official duties in the future.
   * + 1. If a Conflict of Interest exists which can be managed effectively and proactively, and would not be likely to compromise the integrity, management or outcomes of the Grant this should be described within the Application. The SDVCR&I will consider Conflict of Interest on a case-by-case basis.
   1. Activities
      1. Activities Supported
         1. The LiPSS supports activities which will result in the submission of an ARC Linkage Projects proposal, including:
9. workshops and meetings between researchers and partners to develop proposals
10. support for the development of an ARC Linkage Projects proposal including the redevelopment of an unsuccessful funding proposal (for example Linkage Projects or Discovery Projects)
11. collection of pilot data to demonstrate the feasibility of the ARC Linkage Projects proposal. Chief Investigators must provide a statement indicating the research objectives of the Linkage Projects proposal to which the data would contribute
    * 1. Activities Not Supported
         1. The LiPSS will not support the following activities:
12. curriculum development and/or production of teaching materials, even though some research may be involved in their production
13. development of research aids and tools (including computer programs), unless they form an integral part of a Grant, in which case Chief Investigators must provide a statement indicating the research objectives to which these activities would contribute
14. activities leading solely to the creation or performance of a work of art, including visual art, musical compositions, drama, dance, designs and literary works
15. Projects such as uncritical biographical compilations and purely descriptive catalogues or editions that do not involve original research.
    * 1. Duplication of funding
         1. LiPSS funds will not be awarded where substantial funding for the same project is received from other sources (eg, School, Faculty, ARC, NHMRC). If a project receiving LiPSS funding subsequently receives alternative funding then the remainder of the Grant funding will not be reimbursed.
    1. Budget
       1. Budget Items Supported
          1. The LiPSS will support the following activities:
16. travel expenses for CIs to attend meetings with Partner Organisation(s)
17. travel expenses of visiting Partner Organisations
18. personnel expenses for the following purposes which are directly related to the development of a Linkage Projects proposal:
19. literature review
20. project planning and management
21. revision of CV into track record, Research Opportunity Performance Evidence (ROPE) as required by ARC for Chief Investigators and Partner Investigators
22. final proposal editing
23. teaching relief for listed Chief Investigators

and where these costs compose a small component of the request

1. equipment and consumables essential for the Grant – up to $5000.
   * 1. Budget Items Not Supported
        1. The LiPSS will not fund the following:
2. ongoing subscriptions to learned journals, trade journals, popular magazines, computing journals or similar material
3. publication charges or similar support for outcomes – for example, staging of concerts, framing of artworks, reprints from journals and outreach activity
4. commissioned works
5. purchase of computers including laptops
6. any item of equipment greater than $5,000
7. ongoing running and maintenance costs of equipment funded by RSG and
8. expenses of non-UON researchers.
   1. Application Process
      1. Application presentation
         1. The quality and presentation of Applications is important and valuable preparation for the development of Linkage Projects proposals. Chief Investigators should take care in drafting the Application, ensuring that all questions are fully answered and that the Application is professionally presented. Chief Investigators for the LiPSS are urged to **read these guidelines** carefully before applying.
         2. Chief Investigators are required to set out their research aspirations and the assistance required to fulfil them as clearly and as fully as possible within the defined page limits. The aim is to improve and increase the submission and success of UON Linkage Projects proposals and any proposal which will help to achieve this aim will be considered.
      2. Submission to Research Office
         1. Staff from the Research Office will provide the administrative support for the LiPSS, and can answer most questions researchers might have. Chief Investigators, particularly those who are less experienced, should also seek the guidance of their Faculty Research Development Manager or their Assistant Dean (Research) before finalising Applications.
         2. Chief Investigators should complete the “University of Newcastle Linkage Projects Support Scheme Application” form and attach the documentation requested on that form. Application forms are available from the UON Research Office [Internal Grants](https://www.newcastle.edu.au/research-and-innovation/resources/grants/apply/internal-grants) page.
         3. One electronic copy (RTF or PDF format) must be submitted by emailing the Application to: [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au).
      3. Selection Process
         1. The assessment and award will be made by the SDVCR&I or nominee.
   2. Conditions Of Award
      1. General Conditions
         1. Applications to the LiPSS must:
9. have the formal support of the relevant School or Faculty.
10. nominate the date of submission to the ARC of the Linkage Projects proposal.
    * 1. Ethics/Safety Clearances
         1. Research projects conducted within UON or in the name of UON must comply with the [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/guidelines-publications/r39) and must have the relevant Human/Animal ethics and/or Safety approvals.
         2. Separate application must be made, if appropriate, for ethics approval of the [Animal Care and Ethics Committee](https://www.newcastle.edu.au/research-and-innovation/resources/animal-ethics/about-us) and/or the [Human Research Ethics Committee](https://www.newcastle.edu.au/research-and-innovation/resources/human-ethics/about-us).
         3. Grants which raise safety issues cannot proceed until they have been cleared by the [Safety Committee](https://www.newcastle.edu.au/current-staff/teaching-and-research/health-and-safety-for-teaching-and-research).
         4. All the necessary approvals must be obtained before the Grant commences.
         5. Chief Investigators should consider the time required to obtain ethics/safety approval and the funding period of this scheme when considering whether to include elements of the Grant which require ethics/safety approval.
      2. Change of Project Topic/Area
         1. Grants are awarded based on the information provided in the Application. If for any reason the successful Chief Investigator believes the research would be best served by changing the topic or area of the Grant or the budget expenditure, a request providing full details and budget justification must be submitted to the SDVCR&I via the Research Office for consideration with formal support of the relevant School or Faculty.
      3. Reporting Requirements for Successful Chief Investigators
         1. **Progress reports** are required every three months to provide an update on Grant progress to UON senior executive and to enable the most effective support for the development of your Linkage Projects proposal.
         2. **Final reports** are required within one month of the end of the Grant. These reports should be submitted on the forms available from the UON Research Office [Internal Grant Report Form](https://www.newcastle.edu.au/research-and-innovation/resources/grants/forms-and-codes/internal-grant-report-form) page. Failure to submit final reports will prevent eligibility for future LiPSS Grants. The Final report must include details of the submitted Linkage Projects proposal.
      4. Forfeiture of Grant Funding
         1. Grants not spent or committed within the nominated funding period of the Grant will not be reimbursed.
      5. Requirement to Apply for External Research Funding
         1. Once a Chief Investigator has held a Grant under any UON research scheme they are ineligible to apply for further UON research funding until they have submitted at least one external proposal for research funding with UON as the Administering Organisation where the requested budget exceeds $50, 000.
      6. Changes to Scheme
         1. The Research and Innovation Division may review, pause, or terminate the LiPSS at any time due to funding or strategic requirements.
    1. More Information
       * 1. Information on how to apply and the Application Form can be found on the UON Research Office [Internal Grants](https://www.newcastle.edu.au/research-and-innovation/resources/grants/apply/internal-grants) page.
         2. For further information regarding the LiPSS please email: [Research-applications@newcastle.edu.au](mailto:Research-applications@newcastle.edu.au)