

Office of Research Services

RESEARCH INFRASTRUCTURE FUND GUIDELINES

CLOSING DATE 24th July 2009

THESE ARE GUIDELINES ONLY.

THE **APPLICATION** CONSISTS OF:

- FORM (PDF)
- PROPOSAL (WORD).

SUBMITTING APPLICATION

SUBMIT:

- (1) ELECTRONIC COPY TO JA.WHITE@UWS.EDU.AU
- (1) HARD COPY TO
JASON WHITE,
RESEARCH SERVICES,
BUILDING K1, PENRITH CAMPUS

SIGNATURES

IT CAN BE DIFFICULT TO GET ALL SIGNATURES PRIOR TO CLOSING DATE, SIGNATURE PAGES CAN BE FAXED TO - 4736-0905 (ext: 2905).

The Research Infrastructure Fund (RIF) is designed to provide major infrastructure (minimum request \$100,000, maximum award \$500,000) to areas of demonstrable research strength founded on a core group of research active staff with shared research interests and complementary expertise at UWS.

Requests for infrastructure support under the RIF program must be related to programs of research currently underway and supported by major external funding at UWS. The scheme is designed to allow such areas of strength to remain competitive in the national and international research arena and to increase their capacity to compete for major external research funding and undertake high quality research training.

Applications can be for new research infrastructure or to supplement existing facilities/resources, but must be able to demonstrate that any investment by UWS will lead to appreciable gains in external research funding, research training and national/international collaboration.

Schools, University Research Centres, University Research Groups and College Research Nodes may submit ONE proposal for funding.

Applicants are strongly advised to discuss their application with the Office of Research Services.

You may contact Dr Jane Hobson for preliminary advice and the Research Development Officers prior to submission of an application:

- Jenny-Lee Heylen for Schools of: Accounting, Economics and Finance, Law, Management, Marketing, Education; Urban Research Centre; CInIS; CER; CCR; SJSC; CCPP
j.heylen@uws.edu.au x2972,
- Sharon Holst for Schools of: Communication Arts, Social Sciences, Humanities and Languages, Psychology, Nursing, Medicine; CompleMed; MARCS s.holst@uws.edu.au x2281,
- Kezia Sullivan for Schools of: Biomedical and Health Sciences, Computing and Mathematics, Engineering, Natural Sciences; PAFS k.sullivan@uws.edu.au x2889.

The focus of the Scheme is the development and support of research infrastructure in areas UWS has designated as research strengths or developing concentrations. The UWS Research Plan has set the University the objective of “enhancing research infrastructure by supporting research centres and University-wide research programs”.

The expectation is that RIF support will lead to an increase in major external funding and higher quality research training.

The Research Infrastructure Fund is designed to encourage research infrastructure development which is integrated with campus planning and teaching programs increasing collaboration with industry, government and other universities through infrastructure sharing for mutual benefit; and ensuring UWS IT infrastructure developments incorporate research needs for access to advanced communications and collaboration tools. This scheme is not designed to substitute for UWS Systems Bid funding or Capital Works funding. Separate funding is available to support ARC Linkage, Equipment and Facilities grants. Proposals for support under the Scheme should be strategic in intent (i.e. with further development in mind or specific return to UWS), linked to identifiable goals, and have identifiable and measurable outcomes. Where appropriate, researchers making applications should also seek external infrastructure funding.

The Scheme operates on the basis of some level of matching support from the host:

1. University Research Centre
2. University Research Group
3. School
4. College

Such matching funding must include a new cash contribution for specific needs to support the planned infrastructure development and budget.

Eligibility

All UWS non-casual academic staff are eligible to apply under the scheme but researchers may appear on only one application in any twelve-month period and may not concurrently hold 2 RIF grants (i.e. all previous RIF grants must have been reported on and financially acquitted). Only 1 application per Centre/Group/School/Node will be considered. Staff must be employed at least 0.5 FTE for the duration of the grant. Requests for expenditure normally supported under other UWS arrangements will not be funded under this scheme. Adjunct staff are eligible to apply.

Duration of Support

Duration of support is for any period up to 12 months.

Certification by Head of Academic Unit

Heads of Schools or Directors of University Research Centres must certify that the proposed research infrastructure and activity will benefit UWS; that the application does not seek funding for research activities already supported by other funding sources; the equipment/facility requested is essential to the program of research underway and proposed and is not currently accessible to the applicant/s at any UWS campus; the research infrastructure can be accommodated within the general facilities of the School/Centre; and that sufficient working and office space is available for any proposed additional staff; the equipment/facility requested can be maintained without further central funding being required.

Certification of matching funding

The level of matching funding being provided to support the costs of the proposed activity, if the application is successful, must also be certified by an appropriate person: Head of School, Director, University Research Centre, Executive Dean, if applicant is a Head of School or University Research Centre Director.

Reports

Successful applicants will be required to submit to the Office of Research Services an activity report within 3 months of funding ceasing. **As infrastructure developments may progress over a lengthy period, a follow up report will be sought 12 months after funding ceases to ascertain how the infrastructure development has led to major funding opportunities, scholarly outputs and research training activity.**

PROPOSALS

Each proposal should cover a discrete research infrastructure proposal. Applicants should outline the broad aims and significance of the proposed development, the track record of the researcher and training to be achieved for research candidate participants accessing the proposed infrastructure, and the academic excellence of the activity that will be carried out. Evidence of the current research of the proposers and the nominated researchers, together with anticipated developments and research outputs in targeted areas (such as applications for external research funding and external infrastructure funding) must be specified. These should relate clearly and directly to the aims of the Scheme as set out above in this document. The budget requested must be clear and well justified.

The proposed timetable for the research infrastructure development should be clearly set out so that the UWS Research Committee Grant Panel can evaluate the feasibility of the proposal and the applicant's ability to carry it out within the time frame nominated and sustain the infrastructure in the long term.

Proposals should be no longer than 3 pages in either 10 point Arial or 11 point Times New Roman plus a 2 page CV for each named applicant – all to be printed in black. Applications not meeting the guidelines will not be assessed.

APPLICATION ADVICE

PDF FORM	
Item 3	Summary of Financial Support Requested: Financial support requested under the Research Infrastructure Fund and detail of matching financial contributions from College, School, Centre.
Items 12, 13, 14	Certification should be sought once the proposal has been completed. Proposals cannot go forward to the Grant Panel without all signatures.

WORD PROPOSAL	
Part A - Max.1 page	Overview of Research Achievement of Academic Unit
	Provide an overview of the Academic Unit's current record of research activities and achievements and how the infrastructure proposed will contribute to further development and success, particularly major external funding. Articulate any regional, national or international significance and benefit arising from the research carried out.

Part B - Max. 2 pages	Proposed Research Infrastructure and its Context
Research Infrastructure	Provide description of the requested infrastructure and its location.
Research Program	Articulate the broad program of research activity to be supported by the infrastructure. Provide a plan of activities across the <u>next 2 years</u> , including research training activities. Include a list of researchers who will be using the facilities and the number of days they will use it per month.
Research Outcomes	Summarise expected research and research training outcomes, particularly major external funding that will arise from the infrastructure. Specify which funding sources. Benchmark likely intensification of research achievement and provide anticipated achievement milestones.
Budget	Provide a detailed outline and justification of the overall cost of the requested infrastructure. Within this detail state the level of new cash funding to be provided by the College/School or Centre/Group. Please also indicate any dedicated support staff to be provided by the host unit. Indicate if the equipment/facility has been funded externally in previous years.
Capacity to maintain	Articulate how the host unit plans to maintain the infrastructure, including staff resources needed and the type of appointment of those staff.

ADDITIONAL TEXT (Not counted in the 3 page limit)	
Curriculum Vitae	A 2 page CV for each applicant should be provided.
Quotation	Please provide a copy of any quotation for equipment/infrastructure

ASSESSMENT

The UWS Research Committee assesses applications through its assessment panels. All panel deliberations are fully minuted and form part of the official records of the University. Recommendations of the panels are approved for funding by the PVC (Research) and the DVC (A&E). Research excellence and the value of the proposal to the development of research at UWS will be the primary criteria in assessment of the proposal.

Priority will be given to proposed research activities designed to lead to increased competitiveness in seeking major external research funding, particularly major national/international funding through identified opportunities; developing and sustaining significant national and international linkages and long term collaboration; and obtaining major HERDC publication outcomes particularly in ERA A* & A ranked journals and higher degree research completions.

The Panel's decision on funding will also be based on (a) its assessment of the research track record of the sponsoring School, Centre, Group benchmarked against UWS and sector performance opportunities, (b) the feasibility of the planned activity, and (c) the likelihood of success in the stated outcomes.

TIMETABLE

Applications for funding in 2009 should be submitted to Office of Research Services, no later than 5.00 p.m. 24th July 2009.

The Pro Vice Chancellor (Research) will advise applicants of the outcome of their application.

Definition of Infrastructure

The following, linking into the definitions of infrastructure articulated in such national schemes as the Research Infrastructure Block Grants (RIBG) and the Linkage, Infrastructure, Equipment and Facilities (LIEF), will be used to define infrastructure in the UWS RIF program:

- non-capital aspects of facilities such as libraries, laboratories, computing centres, animal houses, herbaria, experimental farms
- equipment purchase, installation, maintenance, hire and lease.

The UWS Research Infrastructure Fund does not fund salaries. Dedicated support staffing should be provided by the host unit i.e. College/School, or Centre/Group.

All equipment purchased with funds from a UWS internal research grant will be located in the School/Centre of the Chief Investigator at the completion of the project and will be available for research purposes by all UWS researchers and research candidates.