

Authorised by:	FASS Associate Dean (Research) - on recommendation from FASS Research Committee
Date of Approval:	September 2009
Effective date:	September 2009
Contact officer:	FASS Research Administrator
Review:	September 2010 and then annually
Related documents:	Resources for Researchers: <a href="http://www.unsw.edu.au/research/res/resourcesunits.html">http://www.unsw.edu.au/research/res/resourcesunits.html</a> Ethics Requirements: <a href="http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html">http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html</a>

**TIMETABLE**

Closing date for receipt of FRG applications:	1 November 2010
Meeting of FRG Committee to recommend successful applicants:	7 December 2010
Application outcome available:	From Mid December 2010
FRG funds available:	January 2011

**IMPORTANT ADVICE FOR APPLICANTS**

The Faculty Research Grants Program (FRGP) is a Faculty-based scheme that is administered by the Faculty Research Grant Committee (FRGC).

**1. OBJECTIVES**

The Faculty Research Grants Program is designed to meet the following objectives:

- support the development of a competitive application to an external research funding agency;
- support internationally recognized research that is linked to clear and achievable outcomes;
- support cross-disciplinary research.

**2. ELIGIBILITY OF RESEARCHERS**

Researchers can apply in the category of either Chief Investigator or Associate Investigator. All applications must have at least one Chief Investigator.

**2.1 Chief Investigators**

To be eligible for an FRGP Grant, Chief Investigators must be:

- Members of the Faculty;
- Employees of UNSW and be employed for the full period of the FRGP grant i.e. until 31 December 2011; and
- Able to undertake research in their own right.

In the case of cross-faculty applications, at least one of the Chief Investigators must be the member of the Faculty (subject to clause 3.1 below).

Other appointees to the University must seek prior approval from the Associate Dean (Research) to apply as a Chief Investigator, and must show how the research will provide tangible benefits to the University.

Directors of Commonwealth funded Centres and staff with commitments to these Centres are eligible to apply. However, the onus is on the researcher to show that this research is not part of the Centre's program, and that they have the time and capacity to undertake the proposed research.

## **2.2 Associate Investigators**

A person employed by another institution is not eligible to be a Chief Investigator. However, they may apply as an Associate Investigator provided that the project is truly collaborative and the collaborating organisation makes an appropriate contribution of funds or other resources. Using funding from this scheme to support research at other institutions is not permitted.

Postgraduate students are not eligible to apply as Chief Investigators, but may be Associate Investigators.

## **2.3 Ineligible Researchers**

Final reports on previous FRGP or ECR grants must be submitted by 31 July of the year following the year of funding. Investigator(s) will be ineligible to receive further funding from this scheme so long as a satisfactory report has not been received.

## **3. ELIGIBLE APPLICATIONS**

A key objective of the FRGP is to provide seed funding to support research that will ultimately be the subject of applications for funding from external schemes [e.g. the Australian Research Council (ARC) Discovery and Linkage programs, the National Health and Medical Research Council (NHMRC) programs]. It is not intended as an alternative for application to external agencies.

Following financial support under the FRGP scheme, recipients must apply to an external funding agency (ARC, NHMRC, or other competitive funding agencies) for support of their research project by 30 June of the second year following the year of funding (i.e. within 2.5 years).

Applications that have been unsuccessful in externally competitive funding schemes are eligible for consideration (subject to clause 3.2 below).

FRGP funding may not be used to supplement, or in any way duplicate, a project being funded in the same year through another competitive external scheme.

### **3.1 Cross-Faculty Applications**

Applications involving researchers from two or more Faculties must indicate the cross-faculty nature of the proposal in the appropriate box on the application form, as well as the percentage of the research to be undertaken in and the amounts requested from each Faculty.

Such applications should also indicate in their budgets the items requested from each Faculty, and the corresponding amounts requested.

The Chairs of the relevant Faculty Research Grants Committees (FRGC) will liaise on how the applications will be reviewed prior to each Committee making recommendations for funding.

### **3.2 Scaled-Down Applications to Externally Competitive Schemes**

The FRGP will accept scaled-down ARC, NHMRC or other externally competitive proposals, with a view to strengthening them for resubmission. In such cases, the onus is on the applicant to indicate how the research proposal, methodology and proposed outcomes have been reconsidered to meet the reduced timeframe and funding conditions of the FRGP, and to establish how the completion of this preliminary research will assist in reshaping the subsequent application for external funding.

Scaled-down ARC applications must include copies of Readers' reports.

As the UNSW Goldstar Awards fund applications that narrowly missed out on ARC or NHMRC support, applicants who receive Goldstar funding cannot be offered additional funding for the same research through the FRGP.

### **3.3 Format**

Write in plain English and comply strictly with the Proposal format and submission requirements.

Submit all pages of additional text as follows:

- in black type
- use a single column
- 12 point font size
- white A4 paper
- printed on one side only
- adhere strictly to page limits designated for each Part of the application
- unbound with at least a 2 cm margin on each side.
- references (Part E7) may be reproduced in at least 10 point font size.
- as Proposals are scanned electronically, you must use a highly legible font type such as Arial, Courier, Palatino, Times New Roman or Helvetica. Variants such as mathematical typesetting languages may also be used.
- colour graphs or colour photographs may be included, but they will be reproduced in black and white and the reproduction quality may not be optimal.
- the Application Form should be submitted with the additional text interleaved appropriately and the pages numbered consecutively starting at the beginning of the Proposal (page numbering may be handwritten).

Please note: Fine graphics and grey scale may not be precisely reproduced due to low resolution scanning of PDFs.

## **4. NUMBER OF APPLICATIONS**

Each staff member may be a Chief Investigator on one application per year. In order not to disadvantage genuinely cross-disciplinary applications, an FRGP applicant may also be an Associate Investigator on one other application.

## **5. DURATION AND LEVEL OF FUNDING**

2011 FRGs will be awarded for a period of one year to 31 December 2011. Carry-over of funds is not allowed by UNSW. The minimum funding under this scheme is \$5,000 per grant per year (only in special circumstances will grants under \$5,000 be awarded). The maximum per grant is \$20,000 per year.

## 6. BUDGET ITEMS NOT ALLOWED

The following budget items are not allowable:

- Salaries for Chief or Associate Investigators;
- Budget items which should reasonably be supplied by academic units;
- Stipends for postgraduate scholarships;
- Teaching relief.

## 7. APPLICATION PROCESS

The **original** and **eight** copies of the applications should be submitted to Margarita Grebennikov, Faculty Research and Research Training Office (RRTO), Dean's Unit (for submission by mail), or MB306 (for submission in person).

**Chair of FRG Committee:** Professor Paul Patton, Associate Dean (Research).

**Person to contact for enquiries:** Margarita Grebennikov, Research Administrator, 938-53548, MB306, m.grebennikov@unsw.edu.au.

**Application form** can be downloaded from: <http://www.arts.unsw.edu.au/research/staff-support-funding/>

**Cross-Faculty applications** (those involving Chief or Associate Investigators in more than one Faculty) should be submitted to each of the relevant Faculties, and noted as cross-Faculty.

## 8. ASSESSMENT AND RANKING

Assessment and ranking is the responsibility of the Faculty Research Grant Committee. The FRGC may wish to seek external assessment in particular cases, for example, where projects are of a cross-disciplinary nature or outside the expertise of the Committee members.

The FRGC will assess both the quality of the proposed research and the research track record of the investigator(s), taking into account the objectives of the scheme and the category in which the applicant(s) have applied.

In assessing the quality of the research, the FRGC will address the following questions:

- is the proposed research original and innovative?
- is the project soundly based in concept and planning?
- is the project feasible, bearing in mind the expertise of the applicants and the available time and infrastructure?
- is the budget justified and appropriate?
- is the project likely to attract external funding?

In rating the investigator(s), consideration will be given to both the quantity and quality of recent research, including the quality and reputation of journals in which the outcomes of the research have been published, and the impact of this research in terms of the discipline(s) and broader community. Rating of the investigators will be made on research performance relative to opportunity.

The FRGC will supply assessments that will include full written comments using the appropriate form. The assessment is to be completed by ticking the appropriate boxes to indicate a summary rating of the project and the investigator(s), using international comparisons.

Projects should be rated as:

10	Within the top 2% of all projects within its field on an international scale (field defined broadly).
8.0-9.9	Outstanding: of outstanding quality very likely to produce an important and continuing contribution to the area.
6.0-7.9	Excellent: likely to make an important and continuing contribution to the area.
5.0-5.9	Good: likely to make a useful and sound contribution to the area.
1-4.9	Not currently competitive.

The FRGC will calculate, (after assessing both the project and the investigator(s)), an aggregate assessment. The weighting will be 60% on project and 40% for the investigator(s).

### **9. NOTIFICATION OF OUTCOMES**

The FRGC will notify the first named chief investigators of the outcomes of applications from mid December 2010, and publish a list of successful applications, including the names of all investigators as soon as possible after the results become available. The FRGC will also provide copies of written assessments for all applications. Each applicant will receive at least one written assessment.

### **10. APPEALS PROCEDURE**

An applicant dissatisfied with the outcome of a proposal must, in the first instance, contact the ADR, the Chair of the FRGC. The Chair of the FRGC should attempt to address any questions on the process that was followed.

If, after discussion with the FRGC Chair, an applicant wishes to make an appeal, it should be lodged with the Dean of the Faculty. The grounds for the appeal should be documented. Appeals may be lodged on issues of process only.

### **11. ETHICS AND BIOSAFETY REQUIREMENTS**

Queries about ethics clearances should be directed to the Ethics Secretariat (see the UNSW Grant Management Office Ethics web page for details of the Ethics Officer in FASS: [http://www.gmo.unsw.edu.au/Ethics/Ethics\\_index.html](http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html)). Biosafety, Radiation and Gene Technology enquiries should be directed to the Risk Management Unit at: (02) 9385 1414 or <http://www.fin.unsw.edu.au/riskman/rmusplash.html>.

### **12. COMMENCEMENT OF FUNDING**

Funding will be made available in January 2011.

Where an applicant has not commenced the project by 30 June 2011 because of inability to obtain ethics or biosafety clearance, the applicant must advise the FRGC which will then determine whether the Offer of Grant should be rescinded. If so, funds will be returned to the Faculty for reallocation in the next available round.

### **13. REPORTING REQUIREMENTS**

Final reports on previous FRGP or ECR grants must be submitted by 31 July of the year following the year of funding. Investigator(s) will be ineligible to receive further funding from this scheme so long as a satisfactory report has not been received. The Final Report should be forwarded to the Associate Dean (Research).

A Final Report Form can be downloaded from: <http://www.arts.unsw.edu.au/research/staff-support-funding/>

#### **14. FUNDING OF THE SCHEME**

Funding of the FRGP comes from each Faculty's research support budget. The amount of research support funds for the funding year is generally not calculated until after the FRGP closing date. Allocation of funds is competitive and dependent upon funds available.