1. **INTRODUCTION**

1.1 The University of Melbourne Carlton Connect Initiatives Fund (CCIF) was established to provide strategic support for research collaboration and partnership activities that will advance the Carlton Connect Agenda (see: [http://research.unimelb.edu.au/funding/docs/cc_overview_for_researchers_15.04.13.pdf](http://research.unimelb.edu.au/funding/docs/cc_overview_for_researchers_15.04.13.pdf)).

1.2 Since 2012, over 45 projects have been funded via three competitive rounds and via strategic allocations. Over $2.5 million has been invested and has resulted in an approximate 6 times return on investment.

1.3 A key feature for this round of CCIF, and the Carlton Connect Agenda more broadly, is to strengthen engagement with existing partners and to develop new government, business and industry partners. For this reason, the extent of potential partner involvement in a proposed project will be used as a key assessment criterion when determining the allocation of funds available.

1.4 For CCIF Round 4 (2015), funding support will only be made available via Facilitation Project grants.

2. **FUNDING RULES**

2.1 All requests for funding are to be made through the corresponding Application Form and during the round dates specified in Section 6 of this document. Requests for funds outside of this process will not be considered.

2.2 Proposed Facilitation Project activities must involve workshop(s), networking or similar activities that have the aim of facilitating new, externally-oriented collaborative activities consistent with the Carlton Connect Agenda.

2.3 Successful applicants will be awarded funding of up to $20,000.

2.4 Projects including the involvement of ONE Early Career Researcher (ECR) are eligible for a top-up contribution of $5,000 to fund the ECR’s involvement and development, in addition to the project funding described in Section 2.3 of this document. Please see Section 3.6 of
2.5 Funds will be made available according to the following conditions:

- Budget expenditure must be aligned with claimed outcomes. The application must include a realistic quarterly budget and project timeline.
- Projects must be costed in line with standard University policy.
- Clear attribution must be made to Carlton Connect for the funding and support throughout the project. Logos and marketing collateral can be provided by the CCI team on request.
- The option of splitting larger projects into a series of facilitation grants (clustered grants) will be considered and encouraged if it can be clearly demonstrated that this approach achieves a broader strategic purpose and more substantial outcome.
- Informal updates to review progress against the plan and external investment attraction in conjunction with the Carlton Connect team is strongly encouraged.

2.6 Funds may be used for:

- The cost of support for workshops between external partners and University of Melbourne researchers to explore collaborative opportunities that are aligned with the Carlton Connect Agenda;
- Travel costs, i.e. bringing overseas or interstate industry partners to the workshop(s), and modest travel expenses for the University of Melbourne Coordinating Investigator;
- Consultant costs for workshop preparation, facilitation and/or post-workshop follow-up;
- Employing casual staff to provide development or administrative support;
- Workshop accommodation, food or beverages;
- Other relevant expenses.

2.7 Funds may not be used for:

- Extensive overseas travel by University of Melbourne staff;
- Retainer fees for consultants;
- Salary top-ups to existing University of Melbourne staff for additional workload;
- Teaching relief;
- Research or research-related activities.

2.8 Funds for ECRs involved in the project may be used for:

- Training/development costs for industry engagement courses;
- Travel allowances to meet an industry partner involved in the project.

3. APPLICANT AND PROPOSAL ELIGIBILITY

3.1 Applications are expected to be prepared by the project team and each application must nominate a Coordinating Investigator (CI) from the University of Melbourne.
3.2 The Coordinating Investigator must hold a salaried academic appointment at the University of Melbourne of at least 0.5 FTE for the duration of the project and the reporting period.

3.3 Individuals can only be named as a CI on one application per funding round.

3.4 If the Coordinating Investigator leaves the employment of the University, the team should contact Carlton Connect immediately via cci-fund@unimelb.edu.au. The team will then be responsible for nominating a replacement, which may be a new team member where appropriate.

3.5 There are no restrictions on other members of the proposed project team, including international team members.

3.6 For the purpose of this scheme, ECRs are defined as final year PhD students or those who have completed their PhD less than 10 years ago. ECRs must not be a current recipient of other top-up seed funding. ECRs must be a University of Melbourne PhD candidate or hold a salaried academic appointment at the University of Melbourne.

3.7 Proposals that have requested or received funding from internal or external sources in the past 12 months need to provide details of this funding (Section B6 of the Application Form).

4. EVALUATION AND ASSESSMENT

4.1 Applications will be assessed on a competitive basis by a Selection Committee, appointed by the Carlton Connect Project Director. All funding allocations are subject to final approval by the Deputy Vice-Chancellor (Research).

4.2 The Selection Committee reserves the right to discuss applications with Deans, Associate Deans (Research), Heads of Department/School, or other senior colleagues, and reserves the right to seek further information from applicants before making a final decision.

4.3 Assessment Criteria

- **Alignment with the Carlton Connect Agenda/Themes (30%)**
  - Benefit of the project activity to the Carlton Connect Agenda and the University of Melbourne.
  - Clear focus on external research engagement and collaboration.

- **Genuine External Engagement (30%)**
  - Evidence of external partner buy-in, including (but not limited to) project funding and in-kind support from external partners.
  - Clear identification of key role/s and deliverables of industry partners (if any) in the project.
  - Project outcomes that are clearly relevant to external partners’ strategic needs.
Clear potential for future partnership development and funding opportunities leading to a sustainable research partnership.

- **Impact (20%)**
  - Clear articulation of proposed long-term research funding mechanisms and impact.

- **Genuine Interdisciplinary Involvement (20%)**
  - Involves a team of academic staff from various disciplines with appropriate and complementary expertise for the proposed project.

- **ECR Development (extra 10%)**
  - The involvement of ONE Early Career Researcher in the proposal is encouraged and will be viewed favourably.

5. **APPLICATION PROCESS**

5.1 All final applications must use the associated Application Form.

5.2 All applications should be saved as a single pdf file and named in the following format: [SURNAME]-CCIF-Round4-2015.

5.3 All final applications must be submitted via the Themis Grant Submissions Workbench by the due date, by the University of Melbourne CI. Instructions on how to submit an application via Themis can be found here: https://themis.unimelb.edu.au/__data/assets/pdf_file/0007/866545/rc_create_grant.pdf.

5.4 All final applications must have Head of Department/School approval, as indicated by their approval of the application on Themis.

5.5 Team members must demonstrate in the Application Form (Section B2) that they have consulted appropriately with their Heads and Deans and have the time and basic infrastructure resources to pursue the project concerned, within the context of existing research, teaching and higher degree supervision responsibilities.

6. **KEY DATES**

- Applications **OPEN**: 7 September 2015
- Applications **CLOSE**: 12 October 2015
- Notification of Outcomes: by mid-November 2015
7. **CONDITIONS OF GRANT**

7.1 Grant Offers must be accepted in writing by the Coordinating Investigator and their Head of Department/School via a Research Grant Acceptance Form.

7.2 The Coordinating Investigator will be the contact person for all administrative matters to do with the project and is responsible for internal reporting requirements.

7.3 The Coordinating Investigator must ensure that the research is conducted in accord with University policy, including compliance with the Code of Conduct for Research and policies on human research ethics, animal experimentation ethics, requirements of the Office of Gene Technology Regulator, health and safety and intellectual property. No project may proceed unless the appropriate ethical or other required clearances have been obtained.

7.4 The Coordinating Investigator must comply with any instructions or conditions in the Offer of Grant relating to approved items of expenditure. This includes entering into a Collaboration Agreement with external parties involved in the project. A draft Collaboration Agreement is available upon request.

7.5 The Coordinating Investigator is responsible for ensuring that the expenditure of the grant is broadly in accord with the budget presented in the application and is consistent at all times with the nature and aims of the specific project approved and the objectives of the Scheme.

7.6 **Projects must be completed and all funds expended within a 12 month period from the signing of the Research Grant Acceptance Form.**

7.7 The Coordinating Investigator will be required to report on the outcomes of the project via submission of a formal final report, upon receipt of the Themis notification. Completed final reports must be submitted electronically to cci-fund@unimelb.edu.au within 6 months of the project’s completion. A pro-forma for the final report is available from: [http://research.unimelb.edu.au/funding/internal/manage-your-grant.html](http://research.unimelb.edu.au/funding/internal/manage-your-grant.html).

7.8 It is anticipated that at least one University Showcase will occur during 2015-2016 at which some funded projects will be required to report on progress.

7.9 Any requests to extend the project must be made one month prior to the project end date. Project extensions must be requested by completing an extension request form, available from [http://research.unimelb.edu.au/funding/internal/manage-your-grant.html](http://research.unimelb.edu.au/funding/internal/manage-your-grant.html). Completed extension request forms must be submitted via email to cci-fund@unimelb.edu.au.

7.10 Successful applicants are expected to provide appropriate acknowledgement of Carlton Connect and University support when communicating project outcomes.

8. **ENQUIRIES & CONTACT DETAILS**
General Enquiries:

- Elena Toh, Research Strategy Project Advisor, University of Melbourne, cci-fund@unimelb.edu.au.
- Emily Goss, Grants Officer, Research, Innovation & Commercialisation, University of Melbourne; cci-fund@unimelb.edu.au.

Further Information:

- For application information, please refer to: http://research.unimelb.edu.au/funding/internal/ccif.html.
- For general information, please refer to the Carlton Connect website: http://www.carltonconnect.com.au.