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 Initiative (CCI) Agenda.

1.2 The Early Career Researcher (ECR) Industry Ambassadors Program aims to develop the capability of ECRs and provide them the profile and core skills to support external engagement and research collaboration with industry and government organisations.

1.3 Program Objectives

1.3.1 ECR Ambassadors will facilitate and report on relevant activities within the research theme.

1.3.2 ECR Ambassadors will coordinate activities (e.g. workshops) that advance industry engagement within the research theme.

1.3.3 ECR Ambassadors will convene and manage research theme meetings with key researchers in order to coordinate research efforts and activities within the theme.

2. FUNDING RULES

2.1 All requests for funding are to be made through the corresponding Expression of Interest 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 Applicants must be Early Career Researchers at the University of Melbourne. Please see Section 3.2 and 3.3 of this document for eligibility details.

2.3 Applicants’ research interest(s) must be aligned to one of four CCI themes (Food, Water, Energy and Urban Futures).

2.4 Successful applicants will play a crucial role in organising and coordinating at least ONE CCI themed activity such as a joint industry and academic research workshop/symposium for the University over the 12 month period.
2.5 Successful applicants must comply with the direction of the CCI Senior Project Manager and Project Director. Successful applicants will be assigned a CCI team mentor or contact to assist with the delivery of project milestones and results applicable to the CCI agenda. Applicants are also encouraged to initiate contact with the CCI Team early during the submission process.

2.6 Successful applicants will be awarded funding of $25,000. This includes a $10,000 stipend; $10,000 allocated for organising event(s); and $5,000 for a self-identified training course(s)/conference(s), which may be coordinated with other ambassadors.

2.7 Funds will be made available according to the following conditions:

- Budget expenditure must be aligned with claimed outcomes. The EOI must include a realistic budget and project timeline (Section B4 of the EOI Form).
- Expenditure must be costed in line with standard University policy.
- The use of funds for self-identified training course(s) and/or conference attendance is subject to final approval by the CCI Project Director.
- Clear attribution must be made to CCI for the funding and support throughout the project. Logos and marketing collateral can be provided by the CCI team on request.

2.8 The $10,000 allocated for event organisation must only be used for:

- The cost of support for workshops/events between external partners and University of Melbourne researchers to explore collaborative opportunities that are aligned with the CCI Agenda;
- Travel costs, i.e. bringing overseas or interstate industry partners to the workshop(s), and modest travel expenses for the University of Melbourne ECR;
- Consultant costs for workshop preparation, facilitation and/or post-workshop follow-up;
- Workshop accommodation, food or beverages;
- Other relevant expenses as agreed with the CCI team.

2.9 The $5,000 allocated for training must be used for:

- Self-identified training course(s), e.g. media training, industry engagement training, etc.;
- Industry-related conference attendance.

2.10 Other than the $10,000 stipend, funds may not be used for:

- Extensive overseas travel by University of Melbourne staff;
- Salary top-ups to existing University of Melbourne staff for additional workload;
- Teaching relief;
- Research or research-related activities.
3. **APPLICANT AND PROPOSAL ELIGIBILITY**

3.1 Applicants must be nominated by one of the following:
   - Melbourne Research Institute Directors aligned to CCI themes;
   - Head of Department/School;
   - Dean/Deputy Dean/Associate Deans (Research) of relevant Faculty/School.

3.2 For the purpose of this scheme, ECRs are defined as those who have completed their PhD less than 10 years ago.

3.3 Applicants 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.

3.4 Individuals may only be named on one application per funding round.

3.5 If the applicant leaves the employment of the University, they should contact CCI immediately via cci-fund@unimelb.edu.au and nominate a replacement where appropriate.

4. **EVALUATION AND ASSESSMENT**

4.1 Expressions of Interest (EOI) will be assessed on a competitive basis by a Selection Committee, appointed by the CCI 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 are broadly defined as follows:

   - **Track Record (30%)**
     This includes an evaluation of the research experience and publication record of the applicant relative to opportunity.

   - **Contribution to research impact and development in regard to CCI and the University (40%)**
     This includes how the applicant’s participation and proposed event will contribute to CCI’s strategic research directions and broader external collaborations and linkages.

   - **Degree to which participation as an ECR Industry Ambassador would benefit the applicant in terms of external engagement (30%)**
     This includes how participation will advance the applicant’s current research activities and long-term career goals.
5. APPLICATION PROCESS

5.1 All EOs must be submitted using the associated EOI Form.

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

5.3 All EOs must be submitted via the Themis Grant Submissions Workbench by the due date. 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 EOs must have Head of Department/School approval, as indicated by their approval of the application on Themis.

5.5 All applicants must demonstrate that they have consulted appropriately with their Heads and Deans and have the necessary time required to participate within the context of existing research, teaching and supervision responsibilities.

6. KEY DATES

- EOs OPEN: 17 September 2015
- EOs CLOSE: 12 October 2015
- Notification of Outcomes: by mid-November 2015

7. CONDITIONS OF FUNDING

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

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

7.3 The ECR EOI proposal must meet the program objectives as stated in Section 1.3.

7.4 The ECR must comply with any instructions or conditions in the Offer of Funding relating to approved items of expenditure. The ECR is responsible for ensuring that the expenditure of the grant is consistent at all times with the objectives of the Program.

7.5 If the ECR Ambassador does not meet agreed program objectives or milestones, the CCI Project Director may end the appointment (at two weeks notice). The funding will need to be relinquished and the CCI team may then appoint an alternate Ambassador to continue the program.
7.6 Activities must be completed and all funds expended within a 12 month period from the signing of the Research Grant Acceptance Form.

7.7 The ECR will be required to report on expenditure and the outcomes of the Program via regular update meetings with the CCI team and a final report upon receipt of a Themis notification. Completed reports must be submitted electronically to cci-fund@unimelb.edu.au. A pro-forma for the report will be available from: http://research.unimelb.edu.au/funding/internal/manage-your-grant.html.

7.8 Successful applicants are expected to provide appropriate acknowledgement of CCI and the University when participating in associated activities.

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 EOI 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.