



**MATERIALS
RESEARCH**
A Hallmark Research Initiative

HALLMARK MATERIALS RESEARCH INITIATIVE

INDUSTRY SEED FUNDING SCHEME 2016-2017

FUNDING RULES

1. INTRODUCTION.

The [Hallmark Research Initiatives](#) are intended to enable the maturing of focused research communities that build on existing strengths across our University. They are in selected areas that have identified significant potential to harness cross-University capabilities to open up new targeted funding opportunities.

The [Hallmark Materials Research Initiative](#) aims to unite University of Melbourne materials researchers, assist them to pursue large-scale funding opportunities in collaborative frameworks and support their research activities through leveraged funding. The Materials Research Initiative will support collaboration across Science, Engineering and Medicine to develop research in scalable nano- to meso-materials and bigger initially in these [three focus areas](#):

- [Materials for Medicine](#)
- [Materials for Energy](#)
- [Controlled Assembly of Materials](#)

For these areas, we are seeing a shift in focus at a governmental level from supporting materials research on the nano-scale (where success is defined by producing micro-grams of materials) to research involving engineered materials that can be produced at scale. There is also a growing industrial interest in seeing nanomaterials incorporated into industrial processes. This shift from the nano-scale to the larger-scale (at least micrometers) allows for viable links to process engineering while still creating materials which possess novel properties that differ from traditional macroscopic materials. The Hallmark Materials Research Initiative is aiming to help researchers with this transition.

2. OBJECTIVES

The Hallmark Materials Research Initiative will offer leveraged [Industry Seed Funding \(ISF\)](#) with a priority aimed to assist research aligned within one of the three focused areas (as mentioned above), focusing in the shift from nano-scale to larger-scale (at least few micron), in collaboration with an Industry Partner.

The main objective of the ISF will be to scope opportunities for funding research with a new collaborator to jointly develop a research proposal for a third party funder, e.g. ARC Linkage Project Grants, NHMRC Partnership Projects, or major industry player.



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3. FUNDING

The Hallmark Materials Research Initiative will offer 50/50 matching of Partner Organization Funds, up to a maximum of \$15,000 AUD. The funds will be awarded for one year. Proof of Partner Organization Funds commitment must be provided.

3.1. Funded expenses.

Funding can be used to directly support the following activities:

1. Employing Research Assistants or Research Fellows to undertake the project.
2. Raw materials/consumables and lab equipment usage fees.
3. Modest equipment purchase or manufacturing (specific justification for this item is required).
4. Travel costs associated with meeting Industry Partners, field research and for access to equipment housed outside of Melbourne.

Funding cannot be used to support the following activities:

1. Salary top-ups to existing University of Melbourne staff for additional workload.
2. Extensive overseas travel by any Lead Chief Investigator or Partner Investigator listed in the application.
3. Retainer fees for consultants.
4. Hosting workshops or catering activities.

Funding will be awarded on the commencement date of the project and all funding must be expended by the completion date. Any funds unspent by the completion date must be returned to the Hallmark Materials Research Initiative, unless an extension has been granted in writing.

3.2. Definitions.

Lead Chief Investigator (LCI). The lead chief investigator is a term applied to a University of Melbourne staff member who provides the intellectual, administrative and ethical leadership to the research project submitted under this scheme. The LCI must ensure that all investigators on the project are fully informed of University policy and administrative requirements associated with the project. A LCI must take responsibility for the authorship and intellectual content of the Proposal, appropriately citing sources and acknowledging significant contributions where relevant, and to conduct of the Project, and any strategic decisions required in its pursuit and the communication of its results. The LCI must satisfy the eligibility criteria under these Funding Rules.

Partner Organization (PO). Partner Organization means an Australian or overseas organization, other than the University of Melbourne and is to be a cash contributor of 50% of the total cash component of the project cost. The Partner Organization could also provide an in-kind contribution on top of the cash contribution.

Partner Investigator (PI). A Partner Investigator must not meet the eligibility criteria for Lead Chief Investigator. A Partner Investigator is a non-lead chief investigator who will take significant intellectual responsibility for the conduct of the Project and for any strategic decisions called for in its pursuit and



the communication of results. The Partner Investigator must have the capacity to make a serious commitment to carrying out the Project and cannot assume the role of a supplier of resources for work that will largely be placed in the hands of others. The Partner Investigator can be from the University of Melbourne or from another Organization involved in the project. Each application must contain at least one Partner Investigator from the Partner Organization involved in the project

Team. A Team in this Scheme is comprised of a Lead-Chief-Investigator, a Partner Organization and at least one Partner Investigator.

Commencement Date of the Project. The date on which funding commences. Funds will be available immediately upon execution of a Standard Research Agreement.

Completion Date of the Project. The date on which the project must end. The completion date of the project will be one year after the commencement date of the project. Any funds unspent by the completion date must be returned to the Hallmark Materials Research Initiative, unless an extension has been granted in writing.

4. ELIGIBILITY

- ✦ Applications will be prepared by a Team as defined above, and each application must nominate a Lead Chief Investigator.
- ✦ The Lead Chief Investigator must hold a salaried academic appointment at the University of Melbourne of at least 0.5 EFT and their appointment must run until at least June 2017.
- ✦ The Lead Chief Investigator is responsible for providing evidence of the matching Partner Organization Funds Commitment (see section D in the Application Form).
- ✦ Each application must contain at least one Partner Investigator from the Partner Organization involved in the project.
- ✦ The research topic and project must be different to any other research activity that is already being undertaken between the Lead Chief Investigator or any of the Partner Investigators with the Partner Organization, including projects which have existing funding through internal or external funding schemes, contracts or consultancies.
- ✦ Partner Investigators could include international or non-academic members. Preference will be given to Interdisciplinary Teams with Lead Chief Investigator and Partner Investigators belonging to different Schools and Faculties at the University of Melbourne.
- ✦ Applicants must only be listed as Lead Chief Investigator on a single application and project but can be listed as Partner Investigator on other applications and projects.
- ✦ The Partner Organization must make a cash contribution of 50% of the total cash component of the project cost.



5. ASSESSMENT CRITERIA

Applications will be assessed against the selection criteria. The *Selection Committee* will be comprised of the Steering Committee of the Hallmark Materials Research Initiative and co-chaired by the Initiative Chair and Academic Convenor of the Hallmark Materials Research Initiative.

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

Every month all received applications will be assessed and the decision from the committee will be advised at the beginning of each month. Applications can be either accepted, on hold or rejected. Final decision on application with the status “on hold” will be communicated towards the end of the year.

The selection criteria are summarised below, in order of importance:

1. Demonstrably innovative interdisciplinary research that engages a Partner Organization focusing in the shift from nano-scale to large-scale.
2. Consistent with the focus areas of the Hallmark Materials Research Initiative described in section 1.
3. Involves a team of academic/research staff from relevant disciplines with appropriate and complementary expertise to complete the proposed research.
4. Shows significant potential for future funding by third party funder, e.g. ARC Linkage Project Grants, NHMRC Partnership Projects, Direct Contract Research or major industry player.
5. Proof of Partner Organization Funds Commitment.
6. Budget expenditure is aligned with the project objectives.
7. New Partner Organisation collaborations will be favoured over existing collaborations.
8. Interdisciplinary research Teams involving more than one School or Faculty will be favoured over applications within a single School or Faculty.

6. KEY DATES, APPLICATION FORMS AND SUBMISSION PROCESS

6.1. Key Dates.

- 🕒 Information Session: TBC.
- 🕒 There are no closing dates
- 🕒 Applications will be analysed once a month and the outcomes will be advised around the 1st of each month.
- 🕒 Funds available: immediately upon execution of the Standard Research Agreement.

6.2. Application Form.

The application form consist of four elements

- A) Checklist.
- B) Project Proposal. 3 pages.
- C) Each Team Member must provide a statement of no more than one page in total with the following information: (1) current position; (2) expertise relevant to the proposed role in



the current proposal, including track record and (3) a representative list of grants and/or publications in areas relevant to the proposal.

- D) Proof of Partner Organization Funds Commitment. The Lead Chief Investigator must obtain and submit the Proof of Partner Organization Funds Commitment with the application.

6.3. Application Submission Process.

Applications should be submitted via email to materials-research@unimelb.edu.au at any time using this format:

- ✦ Email subject: ISF-Application-Year-CI's Initial + LastName. (example: ISF-Application-2016-JSmith)
- ✦ Application in a single file (PDF format) with the file name: ISF-Application-Year-CI's Initial + LastName. (example: ISF-Application-2015-JSmith)

All the elements in this application must be completed. Applications with missing sections may be regarded as non-eligible by the Selection Committee.

The application must be submitted as a single PDF file.

A simple signoff process will be used. It will be assumed that in submitting an application, all project team members have consulted appropriately with their Heads and Deans and have the time and basic infrastructure resources to undertake the project concerned, within the context of existing research, teaching and higher degree supervision responsibilities.

7. CONDITIONS OF GRANT.

- ✦ Grant offers must be accepted in writing by the Lead Chief Investigator and by the Head of the Department of the Lead Chief Investigator.
- ✦ The Lead Chief Investigator will be the contact person for all administrative matters to do with the project and is responsible for internal reporting requirements (as detailed below).
- ✦ Successful teams are expected to provide appropriate acknowledgement of the Hallmark Materials Research Initiative support when communicating research outcomes.
- ✦ The Lead Chief 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.
- ✦ Funding is for one year only, commencing as soon as the Standard Research Agreement is executed. Projects must be completed and funds expended by the completion date (please refer to the section 3.2. Definitions). Extensions to this completion date will be



- considered only in exceptional circumstances, with a maximum extension date of 3 months. Unspent funds will be returned to Hallmark Materials Research Initiative.
- ✦ The Lead Chief Investigator must comply with any instructions or conditions in the post award documentation relating to approved items of expenditure.
 - ✦ The Lead Chief 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.
 - ✦ The Lead Chief Investigator will be required to provide a written research and financial report on the outcomes of the project within 1 months of the project's completion. The Lead Chief Investigator is also required to participate in relevant Hallmark Materials Research Initiative Seminars and Workshops and to provide a 6-month progress report.
 - ✦ Hallmark Materials Research Initiative may use summaries of projects funded and project final reports for promotional purposes and publication.
 - ✦ Hallmark Materials Research Initiative will help and advise the successful teams at the completion of their projects about other future schemes and to contact other researchers to extend the created collaboration into the future.
 - ✦ The successful Team must sign a Standard Research Agreement (with IP). This reduces the administration load related with the waived overheads.

8. CONTACT DETAILS.

If you require any further information please contact materials-research@unimelb.edu.au with the subject line: "ISF-query".