



ADMINISTRATION

Early Career Researcher Grants are jointly funded by your faculty and Chancellery Research & Enterprise. Accordingly, there is a two-stage process to the determination of funding. Faculties indicate to the Chancellery committee (Chaired by the PVC Research capability) which applications they are willing to co-fund and provide a ranked list. The Chancellery Committee considers all the ranked applications and determines the funding allocation on a merit basis, with 30% of the pool of funds directed toward applications specifically considering interdisciplinary research, equity and diversity, and equitable division across faculties.

ELIGIBILITY

PhD Award Date

- 1 The guidelines state that applicants must have been awarded a PhD within the last 5 years. When is the 5 years counted from?**
The 5 years is counted backwards from 25 July 2019.
- 2 I was awarded my PhD in 2013 but took parental leave for a year in 2016 with the birth of my child, am I eligible to apply?**
You should submit an eligibility exemption request before June 14, 2019

UOM Contract

- 3 I start my appointment at the University of Melbourne on 1 January 2020. Am I eligible to apply?**
Yes, you are eligible.
- 4 I don't currently have an appointment to 31 December 2020, but it is likely that my contract will be extended. Will I be eligible to apply?**
Where applicants do not hold an appointment to 31 December 2020 they must speak to their Head of School/Department to confirm that they support their contract extension. This is confirmed by their signing the HoD Certification Form, which is uploaded into your application.
- 5 Can a researcher apply who will be on sabbatical for 2019?**
Yes, if you will be spending this time doing research. This will need to be explained in your application.
- 6 I am going on SSP(L) in 2019. Can I use the ECR funding to pay for work on my proposed project during this period?**
Advice should be sought directly from your Academic Division ECR Administrator.

Previous Funding

- 7 I have not previously had funding from a competitive grants scheme, but I have applied for funding in 2019 from one of these schemes. Am I eligible to apply for an ECR grant?**
Yes, you are eligible to apply. Should you be successful in both applications, you will be able to hold both.
- 8 I am Chief Investigator B or later on an ARC or NHMRC project, am I eligible to apply for an ECR grant?**
Yes, you are eligible to apply if you are not the first named investigator.
- 9 I am a first named investigator on an ARC/NHMRC/other competitive grant, am I eligible to apply for an ECR grant?**
No, first named or lead investigators are not eligible to apply
- 10 I hold (or held) a fellowship that is salary only, can I apply for an ECR grant?**
Yes, you can apply for an ECR grant if your fellowship is salary only (noting that DECRA's and Future Fellows receive establishment funds with their fellowships)
- 11 I am (or have previously been) a McKenzie Fellow, am I eligible to apply for an ECR grant?**
No, McKenzie fellows are not eligible for ECR grants
- 12 I am a DECRA fellow, am I eligible to apply for an ECR grant?**
No, DECRA fellows are not eligible for ECR grants
- 13 I had held an ECR grant in the previous round. Can I apply for funding this round?**
No, successful applicants from the previous rounds are ineligible to apply for funding in the succeeding rounds. You can only ever be awarded one UOM ECR grant.
- 14 Am I eligible for an ECR if I have previously received a grant from my Academic Division?**
Grants from Academic Divisions would not normally deem a researcher ineligible to apply. However, it is always safer to contact the ECR Administrator from your Academic Division or ric-internalgrants@unimelb.edu.au for a final ruling.

Other

- 15 I have not held an ECR grant before. Can I submit two applications for this round?**
No. If more than one application is received from a single applicant in a single year, all applications will be deemed ineligible.
- 16 Can I collaborate with other researchers at the University of Melbourne?**
Yes. ECR Grants will only be awarded to a single Chief Investigator, however applicants may list any proposed collaborators within the Project Description section of the application. Applicants may also indicate in their application where their project may draw on the expertise of other researchers that are not named as collaborators.
- 17 Is there any way of determining my eligibility for an ECR before I submit a full proposal?**
Yes, if you have an eligibility issue relating to your date of PhD award, you may submit an Eligibility Exemption Request by 14 June 2019 using the Eligibility Exemption Form (the link to the SmartyGrants form can be found on the scheme webpage). This request will be assessed by a subset of the central Committee and you will be notified of the outcome in early July. Please note that exemptions are not guaranteed and are at the discretion of the Committee. If your exemption request is approved, you will be invited to submit a full proposal.

If you have an eligibility issue that is not related to your PhD date of award, you should contact RIC for advice (ric-internalgrants@unimelb.edu.au).

APPLICATION

18 Do the maximum limits of the \$25,000 for the HASS and \$40,000 for STEMM apply to each contribution from the Academic Division and central funds, or to the total amount of the grant?

These maximum limits represent the total amount that can be awarded to any one project under this scheme.

19 How do I calculate a salary for a Research Assistant?

You will need to determine an appropriate salary level to start. The [Research Budget Calculator](#) can assist with these costs. If the position requires a PhD qualified assistant then they should start at Research Assistant Grade 2, Level A.6. If the position requires an Honours qualification or higher they could be appointed as a Research Assistant Grade 2 Level A.1-6, or Bachelor qualified positions start at Research Assistant Grade 1.

Use the drop-down boxes in Part B to calculate the salary required. The proposal budget should detail the level of appointment and time required (e.g. RA Level A6, 0.4 FTE, 2 months, or Casual RA Grade 2, 110 hours).

20 It says in the Instructions that “all prices should be quoted excluding GST”. Do I include GST in the total requested budget?

No. The total requested budget must exactly equal the sum of the requested budget items.

21 Are the total funds available to me inclusive or exclusive of GST?

The total funds that are available to you are exclusive of GST. That is, you may request the maximum grant value before GST.

22 Are the maximum funds available to me determined by the type of research I do, or the Academic Division that I am applying through?

The maximum funds available to you are determined by the Academic Division that you are applying through. Applicants should only request items that are essential for the completion of the project. You should be aware that the Academic Division and Central Committees may determine to award you with less funding than you request.

23 How do I calculate on-costs?

You can use the salary costing tables available on the [Research Budget Calculator](#).

24 What are FOR and SEO codes?

Field of research (FOR) and socio-economic objective (SEO) codes are classifications that enable the University to quantify and classify its research activity in terms of application success, research income and expenditure, and research output (such as publications). Research activities you conduct often require you to ascribe these codes to your work.

You can find information on FOR codes here:

<https://staff.unimelb.edu.au/research/research-systems/reporting/for>

You can find information on SEO codes here:

POST-AWARD

25 If I get a position at another organisation can I transfer my ECR funding?

No. It is an internal grant. If you accept a position outside the University of Melbourne, your ECR funding will be terminated.

26 If I move to another Academic Division during the funding period, can I transfer my funding to my new Academic Division?

If you are moving to another Academic Division, you should contact RIC and your Academic Division ECR Administrator immediately. Whether or not you can transfer the ECR funding will be assessed on a case-by-case basis.

If you are moving across departments within the same Academic Division, it is possible to transfer and continue using the ECR funds under your new department. Discuss the transfer with your Agreement Administrator (<https://research.unimelb.edu.au/contact-us/faculty-research-contacts>). The appropriate process for change to the agreement record must also be followed:

<https://staff.unimelb.edu.au/research/grants/change-to-agreement-records>

27 How do I request a project extension?

Extensions for the completion date will be considered only in exceptional cases with the maximum extension of 6 months. Where this is the case, the pro forma for the Internal Grant Scheme Request for Project Extension (<http://research.unimelb.edu.au/support/funding/internal/manage-your-grant>) needs to be completed and sent to RIC by 30 November of the scheme year. Please ensure that you have consulted with your Academic Division's Financial officer.

28 How do I submit a Final Report?

The final report is due 5 months after the project completion date. The final report form will be available for completion on your SmartyGrants profile.