

Creativity and Wellbeing Hallmark Research Initiative (CAWRI)

SEED FUNDING SCHEME ROUND 1 (2019)

Guidelines for Applicants

1. Introduction

The Creativity and Wellbeing Hallmark Research Initiative (CAWRI) is offering a seed funding scheme for grants up to \$13,000 to support inter-Faculty research projects that explore the relationship between creativity and wellbeing. The primary purpose of the scheme is to build capacity and support new and emerging research collaborations which explore the intersection of creativity and wellbeing, and how creativity may foster wellbeing. This includes an interest in the histories of creativity and wellbeing, and in the roles played by cognate terms in non-European cultures.

The seed funding scheme is consonant with CAWRI's broad vision, which is to connect researchers across a broad range of disciplines at the University and to share ideas and knowledge among multiple stakeholders. More specifically, CAWRI fosters new connections between seven University of Melbourne faculties in order to generate interdisciplinary research and translational outcomes in the area of creativity and wellbeing. The participating Faculties are: Fine Arts & Music (FAM); Architecture, Building and Planning (ABP); Arts (FoA); Education (MGSE); Engineering (MSE); Medicine, Dentistry and Health Sciences (MDHS); and Business and Economics (FBE).

2. The CAWRI seed funding scheme

CAWRI is offering seed funding in three streams, each with a specific purpose as listed below. Applicants may apply for funding from:

- stream A only (up to \$3,000);
- streams A and B (up to \$8000);
- streams A and C (up to \$8000); or,
- streams A, B, and C (up to \$13,000).

Applicants are also encouraged to seek additional funding from external parties in the form of monetary or in-kind contributions in order to realise their project aims.

- *Stream A: Basic Research (up to \$3000 per project)*

Funds from Stream A should be used to facilitate data collection and/or generate original basic research within the area of creativity and wellbeing. For example, they may be used to employ research assistance to facilitate the project, or to pay modest expenses for equipment or research materials.

- *Stream B: Research Partnership Development (up to \$5000 per project)*

Funds from Stream B should be used to conduct research in partnership with external stakeholders in the area of creativity and wellbeing. For example, they may be used to support research-enabling activities in the context of a partnership with an industry body, not-for-profit or government organisation.

- *Stream C: Community Engagement (up to \$5000 per project)*

Funds from Stream C should be used to cultivate research audiences or conduct advocacy work in the area of creativity and wellbeing. For example, they may be put towards organising costs for community engagement activities or outreach events directed at the general public.

Funds may not be used for:

- Salary top-ups to existing UoM staff for additional workload;
- The extension of contracts for UoM contract staff;
- Overseas travel;
- Retainer fees for consultants.

Projects should be costed in line with University policy and are subject to final approval by the Director of the relevant research body. While applicants may request up to \$13,000 per application, final amounts awarded will be decided by the CAWRI Steering Committee.

3. Relationships with other funding schemes

There are a number of University schemes to support projects and applicants should consider which scheme is most suitable for their project. Details of other schemes can be found at <https://research.unimelb.edu.au/support/funding/internal>. Applications which request funds to supplement another current internal University grant, external grant or research contract will generally be excluded from consideration.

4. Eligibility

Applications are expected to be developed by a proposing team of at least two members, and each application must nominate a Coordinating Investigator (CI). In all cases, at least one team member must qualify for Early Career Researcher status, having been awarded a PhD within the last 5 years.

Teams must include members from at least two University of Melbourne Faculties.

The Faculty of the CI must be a participating CAWRI Faculty, and have contributed to the CAWRI co-funding allocation for the corresponding year.

The CI must hold a salaried academic appointment at the University of Melbourne of at least 0.5EFT for the duration of the project and the reporting period. If the CI leaves the employment of the University, this responsibility will be transferred to another member of the team.

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

Applicants must provide a signed statement certified by the Head of School/Department/Institute of the CI that they have the time and basic infrastructure resources to pursue the project within the context of existing research, teaching and higher degree supervision responsibilities. (This form is downloadable from the CAWRI website: <https://research.unimelb.edu.au/hallmark-initiatives/home/creativity-wellbeing>)

5. Payment schedule

The grant will be paid in two or three tranches, linked to key deliverables as identified in the Research Schedule of the grant application. The payment schedule will be agreed between the CI and CAWRI prior to the commencement of the project.

6. Application process

All requests for funding are to be submitted via the online application process outlined on the CAWRI website (<https://research.unimelb.edu.au/hallmark-initiatives/home/creativity-wellbeing>).

Applications received through other channels will not be accepted. Application dates and times will be indicated on the website. Incomplete and/or late applications will not be considered.

7. Assessment criteria

All applications will be considered in relation to the purposes of the relevant funding streams. The overall merit of the applications will be judged using the following criteria:

Suitability of the project team (30%)

- Does the proposal involve academic staff (including one Early Career Researcher) from different Faculties?
- Do the applicants have appropriate and complementary expertise suitable for the proposed project?
- University of Melbourne applicants must each provide a one-page CV, which includes the following information: name; current role; date of PhD completion; research areas; career total research funding (dollar amount with indicative list of funders, e.g. ARC Discovery Project); current research funding (dollar amount with indicative list of funders, e.g. ARC Discovery Project); career total number of publications and/or non-traditional research output equivalents (only include books, book chapters, journal articles, published conference proceedings, or non-traditional outputs as per ERA categories); citations for up to five recent publications relevant to the area of the application, presented in any standard citation style.

Project Quality (50%)

- Does the project demonstrate innovation in at least one of the following areas: methodology and design; area of focus; conceptual approach and analysis; potential impact and engagement?
- Is the proposal likely to generate new research activities in alignment with the aims of CAWRI? What are the intended short- and long-term impacts of the project?
- Does it show potential for future funding by granting bodies?

Feasibility and Outcomes (20%)

- Is the proposed project budget aligned with the claimed outcomes?
- Has the project identified and engaged with key target audiences for the project outcomes?

8. Conditions of grant

The decision of the CAWRI Selection Committee is final.

Grant Offers must be accepted in writing by the CI and their Head of Department/School.

Successful applicants must provide appropriate acknowledgement of the Creativity and Wellbeing Research Initiative (CAWRI) when communicating project outcomes.

The lead CI:

- i. Will be the contact person for all administrative matters to do with the project and is responsible for internal reporting requirements.
- ii. Must ensure that the research is conducted in accordance 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.
- iii. 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.
- iv. 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.

- v. Will be required to provide reports and presentations on the progress and outcomes of the project at the times and in the form requested by the Selection Committee from time to time, with a formal final report required on the outcomes of the project within 6 months of the project's completion. Summaries of projects funded and project final reports may be published.
- vi. Will ensure that a brief piece/story is published about the project in a media outlet such as [The Conversation](#) or [Pursuit](#).

CAWRI:

- i. Will arrange project kick-off meetings, a mid-term review and an end of project review with the lead CI. Other members of the team who wish to attend are most welcome.
- ii. May use titles and summaries of funded proposals and final reports for promotional purposes and publications on our website and in other communications. Please keep this in mind when determining funding proposal titles.

CONTACT: If you have questions about your application, please email the CAWRI Research Coordinator, Frederic Kiernan – kiernanf@unimelb.edu.au