



1 INTRODUCTION

- 1.1 The Joyce Lambert Antarctic Research Fund was established following a bequest to the University of Melbourne from Margaret Joyce Boyd Lambert, for the purpose of Antarctic research.
- 1.2 The Joyce Lambert Antarctic Research Fund enables University of Melbourne researchers to undertake nationally or internationally collaborative Antarctic research.
- 1.3 From 2017, funding is to be awarded every two (2) years. The amount of funding awarded during each round will be dependent on the income of the trust capital.

2 RESEARCH AND ACTIVITIES SUPPORTED

- 2.1 Funding will only be awarded for research related to the Antarctic.
- 2.2 Funding will be awarded to research activities which contribute to the excellence and impact of the University's research outputs regarding the Antarctic, through enhancing the University's national or international collaboration on Antarctic issues, above and beyond existing programs.
- 2.3 The types of programs which may be considered include:
 - Highly innovative small-to-medium scale collaborative research programs that show significant potential for future funding through granting bodies or institutional partnerships.
 - Programs which catalyse the drawing together of University of Melbourne researchers with national and/or international researchers and across disciplines to work collaboratively on problems associated with the Antarctic.
 - Support for research training at the doctoral or postdoctoral level.
- 2.4 Funded activities should clearly promote the University's goal of being recognised as a globally engaged, comprehensive research-intensive university that is uniquely positioned to respond to major social, economic and environmental challenges as articulated in the *Research at Melbourne Strategy*: <http://go.unimelb.edu.au/mkd6>.

3 FUNDING

- 3.1 Seed grants of up to \$20,000 will be offered to support high quality Antarctic research programs which leverage national or international research networks and programs and enhance the University's Antarctic research impact.
- 3.2 Funds may be used to enhance the value of a collaborative research grant proposal to leverage investment from other external funding bodies or partners, provided eligibility criteria are met. In such cases, funding through the Joyce Lambert Antarctic Research Fund is contingent on the success of the external grant.
- 3.3 Awarded funding may be expended over one to three years.
- 3.4 Funding may be used for any purpose deemed necessary to the successful conduct of the research

project, excluding those items listed in *Section 3.5* of this document.

3.5 Funding may not be used for the following:

- 3.5.1 Fees for international students or Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities.
- 3.5.2 Staff seeking funding for their own postgraduate studies.
- 3.5.3 Costs not directly related to research or the project.
- 3.5.4 Funds that duplicate or supplement another current internal University grant, external grant or research contract.
- 3.5.5 Salaries for the Chief/Coordinating Investigator or collaborator(s).

4 APPLICANT ELIGIBILITY

- 4.1 For the purposes of this scheme, the 'Antarctic' is defined as the continent of Antarctica and the ice shelves, waters, and island territories in the Southern Ocean situated south of the Antarctic Convergence.
- 4.2 Antarctic research may include research related to the physical (including natural or built), socio-economic, legal and cultural (including historical) environs of the Antarctic or research related to activities or issues impacting on the physical (including natural or built), socio-economic, legal and cultural (including historical) environs of the Antarctic. Other research activities that are explicitly related to the Antarctic may also be considered.
- 4.3 Funding may be awarded across a range of discipline-based research activities as well as interdisciplinary proposals.
- 4.4 Collaborative or interdisciplinary team applications will be considered favourably. Team applications must nominate a 'Coordinating Investigator'.
- 4.5 Meritorious applications which also support early (within 5 years of PhD graduation) or mid (within 5-15 years of PhD Graduation) career researchers will be considered favourably.
- 4.6 Chief or Coordinating Investigators applying for Joyce Lambert Antarctic Research funding must hold a salaried academic appointment at the University of Melbourne of at least 0.5 FTE (either continuing, or fixed-term for the duration of the grant period). There are no restrictions on other members of the proposed project team, including international team members.
- 4.7 It is assumed that in submitting an application, all project team members have consulted appropriately with their Heads of Department 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.

5 APPLICATION PROCESS, EVALUATION AND ASSESSMENT

5.1 The application form can be downloaded from:

<https://research.unimelb.edu.au/support/funding/internal/joyce-lambert>.

5.2 The application form must be completed in English and must comply strictly with the format and submission requirements. Formatting requirements are as follows:

- 5.2.1 Typewritten in black type.
- 5.2.2 Single column.
- 5.2.3 Minimum 11 point highly legible font (e.g. Helvetica, Times New Roman or Arial). This includes reference lists, figure captions, table captions and table contents. Text within figures may be any font size but must be legible for reviewers.
- 5.2.4 Must not include URLs except in reference lists (do not hyperlink URLs in reference lists).

- 5.3 All parts of the application must be completed or marked as not applicable.
- 5.4 The application must contain all necessary information for assessment of the proposal without the need for explanation or reference to further documentation or reference to the internet.
- 5.5 All applications must be endorsed by the Head of Department/School or equivalent.
- 5.6 Applications must be submitted via the Themis Grants Submission Workbench by 11.59pm on Friday 20 July, 2018.
- 5.7 Applications will be checked for eligibility by Research, Innovation and Commercialisation before being submitted to the Joyce Lambert Antarctic Research Fund Committee for assessment. Applications will be assessed on a competitive basis in accordance with the selection criteria set out below. The Committee will then submit its recommendations to the Deputy Vice-Chancellor (Research) (DVCR) for approval.
- 5.8 The Joyce Lambert Antarctic Research Fund Committee consists of the Pro Vice-Chancellor (Research Capability) as Chair, and three current Associate Deans (Research). Membership of the Committee is reviewed by University Council every three (3) years or otherwise as deemed necessary.
- 5.9 The decisions of the Joyce Lambert Antarctic Research Fund Committee and DVCR are final.
- 5.10 If the University receives insufficient meritorious applications, the Committee reserves the right not to award the allocated funding; and a subsequent application round will be held.
- 5.11 Applications will be assessed against the following criteria:
 - 5.11.1 Potential of the proposed research program to foster collaboration with leading national or international Antarctic researchers with potential to generate new research activity, attract future funding or enhance national or international networks.
 - 5.11.2 Applicants have appropriate and complementary expertise for the proposed research program. Cross-disciplinary teams and inclusion of early-mid career researchers in proposals will be viewed favourably.
 - 5.11.3 Feasibility of the research program in delivery anticipated outcomes, including realistic project budget and milestones, commitment of collaborating organisations, securement of additional funding sources (if any).
 - 5.11.4 Novelty, innovation and/or alignment of the research program with the Grand Challenges set out in the Research at Melbourne Strategy.

6 CONDITIONS OF THE GRANT

- 6.1 Grant Offers must be accepted by the Chief/Coordinating Investigator and their Head of Department by means of a fully signed Research Grant Acceptance Form (RGAF).
- 6.2 The Chief/Coordinating Investigator is responsible for the project, for its concept, the strategic decisions called for in its pursuit and for the communication of the results.
- 6.3 The Chief/Coordinating Investigator will be the contact person for all administrative matters to do with the project.
- 6.4 The Chief/Coordinating Investigator 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.
- 6.5 Funding is for one to three years, commencing 1 January 2019. The period of the grant must be specified by the Chief/Coordinating investigator on the RGAF.

- 6.6 Projects must be completed and funds expended by the end of the nominated grant period.
- 6.7 Extensions for fund expenditure and completion may be considered under:
- Exceptional Circumstance(s)
A written request for an extension that details the exceptional circumstance(s) must be approved by the Chief/Coordinating Investigator's Head of Department/School or equivalent and submitted to ric-internalgrants@unimelb.edu.au, no later than one month prior to the nominated completion date. A *pro forma* will be provided on the RIC website:
<https://research.unimelb.edu.au/support/funding/internal/manage-your-grant>
 - Parental Leave
The completion date will be extended by the length of the Parental Leave taken. Grant holders should advise both their Faculty/Graduate School and RIC when Parental Leave is approved, and submit an extension request form:
<https://research.unimelb.edu.au/support/funding/internal/manage-your-grant>
- 6.8 The Chief/Coordinating Investigator must comply with any instructions and/or conditions in the Offer of Grant relating to approved items of expenditure.
- 6.9 Unless special conditions are set down by the Committee, the grant should be regarded as a 'one-line budget'. The Chief/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.
- 6.10 This is an internal grant and is non-transferrable outside of the University. Should the Chief/Coordinating Investigator leave the University, they should contact RIC (ric-internalgrants@unimelb.edu.au) immediately.
- 6.11 **The Chief/Coordinating Investigator is required to provide a written report on the outcomes of the project within five months of project completion (unless there has been an approved extension to this date).** A *pro forma* for the report will be provided on the RIC website:
<https://research.unimelb.edu.au/support/funding/internal/manage-your-grant>.
- Unsatisfactory reports will be referred to relevant Heads of Department and/or Associate Deans (Research) for comment or follow-up action. Summaries of projects funded and project final reports may be published. Successful applicants are expected to provide appropriate acknowledgement of University support when communicating research outcomes.
- 6.12 **In addition to a final report of project outcomes, the Chief/Coordinating Investigator is required to provide a financial acquittal report.** Any unspent funds remaining at the conclusion of the grant period must be relinquished.

7 KEY DATES AND CONTACT DETAILS

7.1 Key dates:

- Applications **OPEN**: 9.00am on Friday 1 June, 2018.
- Applications **CLOSE**: 11.59pm on Friday 20 July, 2018.
- Notification of Outcomes: mid-September, 2018.

7.2 All queries should be directed to ric-internalgrants@unimelb.edu.au.

7.3 Further information can be found at <https://research.unimelb.edu.au/support/funding/internal/joyce-lambert>.