



ELIGIBILITY QUESTIONS

Question 1

I start my appointment at the University of Melbourne on 1 January 2019. Am I eligible to apply?

Yes, you are eligible. However, you need to submit your application via Themis. If you do not have access to Themis you should speak with your Department Agreement Administrator. Follow the link to identify Agreement Administrators within your Faculty: <https://research.unimelb.edu.au/contact-us/faculty-research-contacts>

Question 2

I don't currently have an appointment to the 31 December 2019, but it is likely that my contract will be extended. Will I be eligible to apply?

Where applicants do not hold an appointment to the 31 December 2019 they must speak to their Head of School/Department to confirm that they support their contract extension. This is confirmed by the HoD/HoS signing part H3 of the Application Form.

Question 3

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 1 August 2018.

Question 4

I have not previously had funding from a scheme listed on the Australian Competitive Grants Register (ACGR), but I have applied for funding in 2019 from one of these schemes. Am I eligible to apply for a UOM ECR grant?

Yes, you are eligible to apply. Should you be successful in both applications you will be able to hold both.

Question 5

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.

Question 6

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.

Question 7

Can I collaborate with other researchers at the University of Melbourne?

Yes. UOM ECR Grants will only be awarded to a single Chief Investigator, however applicants may list any proposed collaborators within *Part E* of their 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.

Question 8

I have an APD/QEII Fellowship/DECRA. Am I eligible to apply?

No, APD/QEII Fellowship/DECRA are not eligible to apply as they named investigators with a substantial role on Discovery Project funding schemes and receive funding from the scheme for salary AND research related expenses (see *Section 5.7* of the Funding Guidelines).

Question 9

I have previously held an external Australian Competitive Grant as a third Chief Investigator. Does this mean I am ineligible to apply?

Normally you would not be eligible, as you have held an external Australian Competitive Grant as a named Chief Investigator. However, you may wish to make a special case by way of an Eligibility Exemption Request (see *Question 10* of this document for further details), as allowed for under *Section 5.7* of the ECR Guidelines. The case should be made in the context of the objectives of the scheme. You could state your level of involvement in developing the grant proposal and writing the application, perhaps your track record in comparison to the first and second CIs and your time commitment on the grant. You could state the amount of funds that you received from the grant to carry out the project, if you received any, plus any other factors you consider to be relevant.

Question 10

Is there any way of determining my eligibility for an ECR before I submit a full proposal?

Yes, if you have an eligibility issue that is listed in *Section 4* of the Instructions to Applicants document, you may submit an Eligibility Exemption Request by 25 June 2018 using the form provided on the RIC webpage. This request will be assessed by a subset of the central Committee and a determination made within 10 working days. 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 explicitly listed in *Section 4* of the ECR Instructions to Applicants document, you should contact RIC for advice (ric-internalgrants@unimelb.edu.au).

Question 11

I am a recipient of a fellowship from a grant listed on the ACGR. Am I eligible to apply?

If the Fellowship is salary only, you are eligible to apply. Otherwise, it depends on the amount of research project funding awarded as a part of the Fellowship. Please see *Section 5.7* of the Funding Guidelines.

Question 12

I am a named investigator on an NIH grant. Am I eligible to apply?

Please see *Section 5.7* of the Funding Guidelines, which applies to any sponsor that is external to the University of Melbourne.

Question 13

Do the maximum limits of the \$25,000 for the humanities and social sciences and \$40,000 for engineering and the sciences 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.

Question 14

Can a researcher apply who will be on sabbatical for 2019?

Yes, as long as you will be spending this time doing research. This will need to be explained in your application.

Question 15

Am I eligible for an ECR if I have previously received a grant from my Academic Division?

Grants from Academic Divisions are not listed as ones that would deem a researcher ineligible to apply if they had received more than one. However, it is always safer to contact the ECR Administrator from your Academic Division for a final ruling.

Question 16

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.

APPLICATION QUESTIONS

Question 17

How do I calculate a salary for a Research Assistant for 11 weeks?

You will need to determine an appropriate salary level to start. The Research Budget Calculator at <https://staff.unimelb.edu.au/research/research-contracts/preparing-a-research-budget> will 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).

Question 18

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.

Question 19

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.

Question 20

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.

Question 21

How do I calculate on-costs?

You can use the salary costing tables available (after login with your central password) here:

<https://staff.unimelb.edu.au/research/research-contracts/preparing-a-research-budget>

THEMIS QUESTIONS

Question 22

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, including those entered into Themis, often require you to ascribe these codes to your work.

Question 23

How do I find out which FOR and SEO codes I need to use?

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:

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

POST-AWARD QUESTIONS

Question 24

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.

Question 25

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>

Question 26

How do I go about requesting for 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.

Question 27

How do I submit a Final Report?

The Chief Investigator will have to email a completed final report using the UoM ECR final report pro forma (<http://research.unimelb.edu.au/support/funding/internal/manage-your-grant>) to ric-internalgrants@unimelb.edu.au. The final report is due 5 months after the project completion date.