Hallmark Research Initiative
for Affordable Housing

Seed Funding Scheme Round 2
(2020)

Guidelines for Applicants

1. INTRODUCTION

The Hallmark Research Initiative for Affordable Housing is offering a seed funding scheme for grants up to $20,000 to support inter-faculty research projects in affordable housing. The primary purpose of the scheme is to build capacity and support new and emerging research collaborations in this field.

There are three major objectives of the 2020 seed funding round:
- Instigate interdisciplinary research partnerships and support early career researchers;
- Encourage industry collaboration; and
- Support research translation and impact.

These objectives are consistent with the Affordable Housing Hallmark Research Initiative mission: to bring together outstanding researchers from across the University of Melbourne to address the housing affordability crisis.

The application process includes 3 stages:

- **Expression of Interest** – due 29 May 2020
  The EOI will include a summary of the aims and methodologies of the project, short biographies of the research team and an indicative budget. Applicants will be notified whether they have been selected to progress to the next round by 14 June 2020.

- **Full application** – due 7 July 2020
  Applicants invited to proceed to full application will need to provide a fully costed budget, extended project description and 1-page CVs of each investigator. Templates will be provided to successful applicants.

- **Pitch panels** – July 2020 (date TBC)
  All applicants invited to proceed to full application will present their project to a panel of steering committee and industry advisory group members. Presentations will be limited to 5 minutes, with 7 minutes for questions.

2. FUNDING STREAMS

Three streams of funding are available, each with a specific purpose detailed below:

- Interdisciplinary stream (up to $10,000)
- Partnership stream (up to $5,000)
- Translation and impact stream (up to $5,000).
All projects must apply for the interdisciplinary stream. Each team must contain researchers from at least 2 different academic divisions. The Partnership and Translation and Impact streams provide additional funding and are not compulsory.

Please note that final funding amounts will be determined by a selection panel, and projects may not receive the total funding applied for.

a) Interdisciplinary stream

Objective: to instigate interdisciplinary research partnerships and support early career researchers.
Funding: Base funding available for interdisciplinary research projects will be $10,000. All projects must apply for this stream.

The overarching goal of the Hallmark Research Initiative for Affordable Housing is to instigate interdisciplinary research partnerships, with the aim of generating new knowledge, insights, teams, impact and ideas on topics related to affordable housing.
Applications including Early Career Researchers (less than 5 years equivalent full-time work in research since award of PhD) will be prioritised.

b) Partnership stream

Objective: Encourage industry collaboration.
Funding: Additional funding available for projects which involve an industry partner will be $5,000. This stream is optional.

The Hallmark Research Initiative for Affordable Housing aims to be engaged with the housing sector in Melbourne and to continue partnerships developed during the Transforming Housing project.
To incentivise collaboration, extra funding is available to projects which involve a partnership with an industry body, not-for-profit or government organisation. A representative from the organisation must sign a certification form about their involvement in the project at full application stage.
Applicants may seek further cash or in-kind support from partner organisations where applicable.

c) Translation and impact stream

Objective: Support research translation and impact.
Funding: Additional funding available for research translation and impact support will be $5,000. This stream is optional.

The Hallmark Research Initiative for Affordable Housing aims to develop research that is useful for policy makers, industry and the public.
To this aim, extra funding is available for projects which include a translation or impact component.
Research translation is generally thought of as the process of getting the right information, to the right people, at the right time, in a format they can use, to influence policy, practice and decision-making in various contexts – in other words, making your research findings impactful.
Funded activities may include - but are not limited to - developing tools that are usable to industry, research workshops, or specific research outputs.

3. FUNDING

Grants will be awarded from a total pool of $70,000.

Applications will be assessed by a panel from the Hallmark Research Initiative for Affordable Housing steering committee, along with members of its external advisory group, comprised of industry, not-for-profit and government stakeholders.
Funding will be restricted to the following:

- Employing research assistance to facilitate the project
- Support of research enabling activities (i.e., seminars, workshops, etc.)
- Modest expenses for equipment (i.e., audio recorder for interviews) or research materials (i.e., buying ABS data, database licence fees, etc.)
- Modest travel expenses for fieldwork or meetings with partners.

Funds may not be used for:

- Salary top-ups to existing UoM staff for additional workload;
- Overseas or conference travel;
- Internal university infrastructure or service charges;
- Retainer fees for consultants.

While applicants can request up to $20,000 internal funding per application (if applying for all 3 streams), final amounts awarded will be decided by the Affordable Housing Hallmark Research Initiative steering committee.

**4. ELIGIBILITY**

This funding round is open to academics at all levels, but preference will be given to teams that include at least one early career researcher (Level A, B, or C who has received their PhD within the last 5 FTE-equivalent years).

Applications must include at least two researchers from different disciplinary backgrounds, and from different academic divisions (Faculties and Graduate Schools).

Applications are expected to be developed by a team of at least two or more researchers and each application must nominate a Coordinating Investigator (CI).

The CI must hold a salaried appointment of at least 0.5FTE for the duration of the project.

**5. ASSESSMENT CRITERIA**

The Steering Committee will assess projects according to the following criteria:

a) **Project quality (40%)**

Will the project advance knowledge on affordable housing design, planning, policy, finance, delivery or social or health impacts? Is the project likely to generate new research activities in alignment with the aims of the scheme? What are the intended short- and long-term impacts of the project? Does it show potential for future funding by granting bodies?

b) **Project team (30%)**

Does the team have the knowledge, skills and capacity to undertake the proposed project? Is the team truly interdisciplinary? Will the project build capacity among early career researchers?

c) **Feasibility and outcomes (30%)**

Will the research have impacts or outcomes that support affordable housing delivery, policy, design, implementation, funding or management?

Is the project feasible within the timeframe and budget proposed?
6. APPLICATION PROCESS AND KEY DATES

Key dates:

- Applications open 15 April 2020
- EOIs must be submitted by close of business (5pm) 29 May 2020
- Short List notified 14 June 2020
- Full application due 7 July 2020
- ‘Pitch’ Session July 2020
- Successful projects announced August 2020
- Funds will be made available to successful applicants as soon as possible after notification, pending signed acceptance of grant.

Application form:

In 2020, the application form has been shorted to an Expression of Interest form. Projects that are selected to proceed to Pitch Panels will be required to submit a full application, with a form provided at the time of selection. A template for pitch panels will also be provided.

Submission process:

Applications must be submitted as a single pdf file via email to affordable-housing@unimelb.edu.au. Acknowledgement of receipt will be sent via email.

7. CONDITIONS OF THE GRANT

- The decision of the Hallmark Research Initiative for Affordable Housing selection committee is final.
- Grant offers must be accepted in writing by the Coordinating Investigator (CI) and the relevant Head of Department or Head of School. An acceptance form will be provided along with the letter of award.
- The CI will be the contact person for all administrative matters and is responsible for internal reporting requirements.
- Successful teams are expected to provide appropriate acknowledgement of Hallmark Research Initiative for Affordable Housing support when communicating research outcomes.
- The CI must ensure that the research is in accordance with University policy, including compliance with research ethics and financial expenditure guidelines. No project may proceed unless the appropriate ethical or other required clearances have been obtained.
- Funding is for one year only from the date of commencement (that is, when the funding is received). Funds must be expended by the completion date. Extensions may be granted under extraordinary circumstances, only at the discretion of the steering committee.
- CIs must comply with any instructions or conditions in the post award documentation relating to approved items of expenditure. The CI is responsible for ensuring the expenditure of the grant is broadly in accord with the budget presented in the application and is consistent with the nature and aims of the specific project approved and the objectives of the scheme.
- The research team awarded the funding will be expected to participate in a research symposium/workshop hosted by the Hallmark Research Initiative for Affordable Housing approximately six months after the grant is awarded.
- The CI will be required to provide a written research and financial report on the outcomes of the project within one month of project completion. A template will be provided by the Hallmark Research Initiative for Affordable Housing.
- The Hallmark Research Initiative for Affordable Housing 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.

8. ADMINISTRATIVE CONTACT:

Please email affordable-housing@unimelb.edu.au for any inquiries.