**MCRIP Stage Two Funding**

**Category 3 Application Template**

This document should be used to apply for funding from Stage Two of the Melbourne Collaborative Research Infrastructure Program (MCRIP) for the establishment of a new platform, and must be submitted in conjunction with a detailed operating budget. Please refer to the Instructions for Applicants and Funding Rules documents when completing this application. Platform applications for MCRIP should be developed in consultation with RIC Major Initiatives.

**Platform Title:**

**University of Melbourne Applicants**

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| **Name** | **Department/ Faculty** |
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## Mission and Vision

In 150 words or less, clearly define the Platform’s Mission (fundamental purpose) and Vision (what the Platform strives to achieve in the future)

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## Strategic Objectives and the Research Case

In point form, list specific strategic objectives for the short-term (1-2 years) and the medium-term (3-5 years), and propose the steps to be taken to meet these objectives. In 200 words or less, describe one or two key research areas supported by the Platform, now or in the future.

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## Key Assets and/or Services

Provide a list of the all the key assets and services.

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| **Asset or Service** | **Location** | **Replacement Cost** **(Indicate salary costs if service)** | **Source of Original Funding** |
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**N.B:** Insert additional lines, as required

## Stakeholders

In point form, list all the relevant stakeholders of the Platform including University Faculties, Departments and external partners, noting any specific academic ‘champions’ representing the Platform.

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1. ***Leadership and Governance***

### Platform Steering Committee

Identify the members of the Platform Steering Committee.

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### Platform User Committee

Identify the Chair of the User Committee and stipulate the regularity of the meetings as well as the procedure for reporting to the Capability Steering Committee.

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## Technical Expertise and Professional Operations

Describe the professional management and technical expertise for the platform(s) and outline how the Platform will align with the proposed matrix reporting structure.

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| **Staff Name and/or Role within Platform** | **FTE (commitment to Platform)** | **Level of Experience** | **Level** **(include automatic progression)** | **Base Salary ($) (include CPI increases)** | **Base salary plus 30% on-costs** | **Total request over Stage 2 term** |
| *Jane Doe**(Platform Manager)* | *1.0* | *Postdoc + 5yrs relevant experience* | *HEW6.3* | *$80,332* | *$104,433* | *$330,494* |
| *HEW6.4* | *$84,800* | *$110,240* |
| *HEW6.5* | *$89,093* | *$115,821* |
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| **Grand Total** | **$** |

**Capability Steering Committee**

**Platform Manager/Director**

**Host Department-based Themis Supervisor**

**Facility Staff**

**Node Host Department**

Dotted lines indicate ‘day to day’ management relationships. Solid lines indicated a formal reporting line. Please feel free to modify and use formatting to help illustrate any matrix supervision arrangements.

## Benchmarking

In 500 words or less, compare the Platform against two similar national or international initiatives. Consider levels of technical expertise, operational procedures, breadth of serviced provided, and/or extent of access to cutting-edge instrumentation propose pragmatic options to address gaps of concern and articulate future aspirations.

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## Promotion

In 250 words or less, outline the avenues to be used to promote the Platform, both internally and externally.

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## Precinct Positioning

In 250 words or less, clearly identify the position of the proposed Platform within the Precinct, the State and/or Australia.

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## Access Procedures and Schedule of Fees

 Outline the access mode (i.e. open fee for service, prior training required, collaborative access only) and the schedule of fees for all services and access to instrumentation within the Platform.

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| **Asset/Service** | **Price per unit** | **Access mode** |
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## Funding Arrangements Summary

Provide a summary of the funding arrangements in the table below. A detailed budget projection over the term of the funding request must be submitted as a separate spreadsheet following the template provided on the Scheme website.

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|  | **Year One (20xx)** | **Year Two (20xx)** | **Year Three (20xx)** | **TOTAL** |
| [Academic Division] |       |       |       |       |
| [Department] |       |       |       |       |
| [Institution] |       |       |       |       |
| **SUB TOTAL** |       |       |       |       |
| **MCRIP request** |       |       |       |       |
| **GRAND TOTAL** |  |

*N.B: Please use a separate line for all commitments*

## Education and Workshops

In 250 words or less, describe the approach to education of the research community.

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## Information Management

In 150 words or less, outline the information systems used to capture end-user demographics, monitoring of operating budget, output in relation to contribution to publications, etcetera for the Platform.

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## Defining and Reporting on Key Performance Indicators

In 250 words or less, outline additional key performance indicators (KPIs) relating to the Platform, including the mandatory KPIs listed below.

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| * Customer (end-user) satisfaction
* Productivity/utilisation (e.g. percentage of downtime)
* Adherence to budget
* Contribution to published research
* Educational/workshop activity
* Success (or attempts) in acquiring new services or technology
* Account of professional development of platform staff

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**Certification of University of Melbourne Head of Department/School (for all departments/ schools involved in the platform)**

I support this application and confirm that the [insert faculty/department] will contribute $[insert annual commitment] per year for 3 years for this Proposal if successful.

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| Signature:       | Date:       |
| Name:       |
| Position:       |

**Certification of University of Melbourne Dean or Associate Dean Research\*\* of Faculty (ies) (for all Faculties involved in the platform)**

I support this application and confirm that the Faculty of xxx will contribute $      per year for 3 years for this Proposal if successful.

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| Signature:       | Date:       |
| Name:       |
| Position:       |

\*\* Follow Faculty approval and budgetary delegation processes

**N.B.** Replicate Sign-off page for additional department/faculties as necessary