



The University of Southern Queensland

Research Infrastructure Program APPLICANT INFORMATION

The Research Infrastructure Program (RIP) provides financial support for research infrastructure which will facilitate the performance of effective research. These funds are available to supplement contributions to the development of infrastructure which derive from faculty/centre budgets and infrastructure developed with the help of external grant funds. Although infrastructure developed with the help of this program will sometimes contribute to teaching resources, the primary purpose of the infrastructure must be for the achievement of research outcomes.

Duration of Funds

Funding requests are invited for support over a one year period.

This program is designed to facilitate the development of research infrastructure that will service the needs of a range of allied research projects. It cannot therefore be used for the funding of specialised equipment etc that is clearly relevant only to a particular individual research project and must include costs of maintaining and running the infrastructure.

Eligibility

All full-time members of staff of the University are eligible to apply. Applicants can come from individuals but evidence will be needed of prior consultation with Deans and/or Centre Directors. Please note that the purpose of this program is to encourage the development of infrastructure for research that is relevant to the university's strategic direction.

Application

Prior to applying applicants should familiarise themselves with the Selection Criteria below.

An application consists of an outline of your research project adhering to the application guidelines outlined below and the following formatting:

- Total length of the application, including all its aspects, shall not exceed twelve (12) A4 pages.
- Times New Roman 12 point typescript and single spacing
- Margin of 20mm on each side of the pages
- Appendices and attachments are not permitted and applications in excess of the specified maximum will be discarded without consideration by the selection panel

SUBMITTING YOUR APPLICATION:

Submission is by email only. All applications must be accompanied by a completed and full signed [Grants Cover Sheet \(DOC 279 KB\)](#) by the closing date by email to: ORHDgrants@usq.edu.au

Applicant Guidelines

These guidelines will provide assistance in filling in the [application form \(DOC25KB\)](#) for the Research Infrastructure Program (RIP). For further information or clarification, please contact the Grants and Contracts Manager on +61 7 461 1892.

FOR/SEO codes

You are required to provide the 6 digit Field of Research (FOR) [Field of Research codes](#) and 6 digit Socio-Economic Objective (SEO) [Socio-Economic Objective codes](#) for the research. The FOR classification codes allow both research and experimental activity to be categorised according to the field of research undertaken. The SEO classification codes allow research and experimental development data to be classified according to the perceived purpose.

Centre affiliation - Provide your centre affiliation (if applicable).

The name of the applicant - The applicant will be deemed to be the Chief Investigator for the purposes of managing any allocated funds and through whom expenditure requests will be received.

The names of principal researchers who will use the infrastructure - Details of current and proposed research projects of the Principal Researchers and existing research degree candidates must be provided (funded and unfunded).

A brief descriptive name for the infrastructure – Identifies the infrastructure being requested.

A summary not exceeding 300 words describing the primary purpose of the infrastructure – Also include the research outcomes that will be facilitated by its provision.

A description of the infrastructure being sought and its role in facilitating the research

This description **must** include a clear statement of the relationship between the new infrastructure and any existing infrastructure including that acquired with previously allocated USQ Research Infrastructure Program funds. It must also describe any additional infrastructure that it is anticipated will be funded from alternative sources over the next two years.

In framing a request for support, applicants should note the following DEST definition of 'infrastructure' which is the basis for funding under external infrastructure programs and which should be regarded as a guide to what expenditure is eligible for support.

'Research Infrastructure consists of the institutional resources essential for the mounting of high quality research projects or programs in a particular field, including the indirect costs associated with particular projects or programs, but excluding the direct costs which should be covered by research grants'.

The following to the extent that they support research in particular fields, may be regarded as **elements of research infrastructure**:

- *Non-capital aspects of facilities such as libraries, computing centres, animal houses, herbaria, experimental farms; equipment purchase, installation and maintenance;*
- *Salaries of research staff (including research assistance and technicians) employed to provide general support for activity in a given area, eg a research assistant providing assistance for a number of research projects but not one dedicated to a particular project.*

The following are **not regarded as elements of research infrastructure**:

- *Capital works*
- *Salaries of teaching staff (including 'buying time' to free up staff to do more research)*
- *Postgraduate student stipends*
- *Travel costs directly associated with individual projects.*

A sufficiently detailed budget to show how the funds will be expended –

In all cases the Budget description must clearly show any additional funds that will be made available either from other internal University sources or from external funds.

Such other information as the applicant may wish to present in order to establish the **MERIT** and the **NEED** for the funding in the context of all the resources available to, or likely to become available to the group. Applicants **must** include details of research grant applications and outcomes publication records and involvement in postgraduate research supervision and completions since 2002.

Signature of the first named applicant and a statement of support signed by the Dean/Centre Director certifying willingness to house the infrastructure in the event of funding being provided. Where the Dean/Centre Director has reservations regarding the availability of suitable resources, accommodation etc, those reservations must be clearly expressed in the statement of support.

Selection Criteria

1. All funds will be allocated by the Deputy Vice-Chancellor (Research & Innovation) upon the advice of the selection panel.
2. The basis for funding will be **merit** and **need**. This means that, irrespective of the merit of a proposal, the Panel must firstly be convinced of the need for the infrastructure.
3. In assessing **merit**, the Selection Panel will have regard to the quality of the application, the importance of the research area and the opportunity provided by the funding for the enhancement of the research group.
4. In assessing **need**, the Selection Panel will have regard to the current status of the infrastructure, the importance of the requested funds in the context of other available or anticipated resources and the importance of the requested funds in facilitating ongoing research leading to measurable outcomes.

5. Within the context of merit and need, it is anticipated that the number of successful applications is likely to be limited by the imperative to provide adequate funding for key infrastructure in preference to a more general, lower level funding for a wide range of applications.
6. Applicants should note that the form of the application described in the guidelines for applicants is chosen to enable applicants to present those aspects of the proposal which the Selection Panel will use to arrive at its decisions.

Selection Panel

The selection panel for the 2012/2013 round is not yet confirmed.

Office of Research and Higher Degrees will be responsible for the provision of administrative support to the panel.

Role of the Panel

The Deputy Vice-Chancellor (Research & Innovation) shall forward the panel's recommendations to the Academic Board for noting.

Selection Process

1. [Applications \(DOC 25 KB\)](#) are reviewed by the selection panel adhering to the selection criteria.
2. The panel shall recommend to the Deputy Vice-Chancellor (Research & Innovation) a rank order list of successful applicants.
3. The Deputy Vice-Chancellor (Research & Innovation) forwards the final recommendations to the Academic Board for noting.
4. All applicants shall be notified of the outcome of their applications at the conclusion of the selection process. Where a successful applicant is awarded funding at less than the total level requested, the Director, Office of Research and Higher Degrees will provide a statement indicating which items from the budget have been funded.
5. All Deans/Directors shall be provided with a summary of the funding outcomes. Applicants and/or Deans/Directors may seek feedback on particular applicants from the Director, Office of Research and Higher Degrees.
6. There shall be a right of appeal to the Vice-Chancellor, or her nominee, on procedural grounds only, and the decision of the Vice-Chancellor shall be final.