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1 INTRODUCTION

1.1 Purpose

The Griffith University New Researcher Grants Scheme (NRG) aims to:

- Provide early career researchers with the opportunity to generate high quality outputs to provide the required track record to win external grants.
- Develop and maintain a foundation of high quality research across all disciplines.
- Provide seed funding for researchers who have recently arrived at Griffith University (subject to certain criteria).

NRG grants are available to both teams and individual researchers.

This scheme is designed to fund preliminary research projects that will be developed into larger scale projects for which funding will be sought from an external source in subsequent years. There is only one type of investigator permitted to receive funds on a NRG grant proposal – a Chief Investigator (CI). See section 4 of these guidelines for specific NRG CI and Associate Investigator (AI) eligibility requirements.

1.2 Number of Applications

A NRG Investigator may only be named on one NRG application in the current round. This rule applies regardless of whether the individual is a first named or subsequently named investigator.

Applicants who are named on more than one NRG application will be requested to withdraw all but one application.

1.3 Privacy Statement

Griffith University collects, stores, and uses personal information for the purposes of administering the New Researcher Grant Scheme, assessing grant applications and reporting to University senior management. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, consult the University's Privacy Plan at http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan.

1.4 Research Involving Genetically Modified Organisms (GMOs)

The Gene Technology Act (2000) is administered by the Office of Gene Technology Regulator (OGTR). The Griffith University Institutional Biosafety Committee (GU-IBC) must work within this legislation. The requirements include knowledge and registration of all research involving GMOs. There are significant penalties for non-compliance.

As part of the NRG application you are required to declare if the research you are proposing to carry out involves work on GMOs and you must gain GU-IBC approval prior to the commencement of the research. See https://intranet.secure.griffith.edu.au/security-safety-emergency/institutional-biosafety-committee/genetically-modified-organism-project-classification.

2 ENDORSEMENT

2.1 The NRG scheme is open to all researchers who meet the scheme eligibility requirements. Written endorsement of a Head of School or Centre Director is required as part of the application (see part A11 in the NRG application form). This section must be completed electronically – hand written endorsements are not acceptable.
2.2 For a proposal submitted by:

- A researcher not aligned with a centre – endorsement for the proposal must be sought from the Head of School. In no more than 100 words the endorsement must explain how the proposal will assist the researcher to achieve their research goals and increase their chances of securing Australian Competitive Grant (ACG) funding.

- A researcher aligned with a centre – written endorsement for the proposal must be sought from the Research Centre Director. In no more than 100 words the endorsement must explain how the project would contribute to the centre’s research program and how it would contribute to the individual’s research goals.

2.3 The NRG application must be certified by the Head of School or Research Centre Director or their delegates in the administering School or Centre.

3 GENERAL CONDITIONS

3.1 Period of the Grant

Grants will be awarded for a one-year period only. Carry forward of funds may be approved if there are delays in the project resulting from unforeseen circumstances. Proposals should plan for one-year projects.

3.2 Reports on Previous Internal Grants

Applicants for 2012 support are required to submit, in their application, progress or final reports for all projects funded previously under an internal grant scheme in the three years 2008 to 2010. Failure to provide a progress or final report will result in an application being deemed ineligible.

4 ROLES AND ELIGIBILITY FOR CHIEF INVESTIGATORS

4.1 Roles

Chief Investigators (CIs) must take intellectual, administrative and ethical responsibility for a research project from its conception to finalisation and the communication of outcomes.

All CIs nominated on a NRG proposal must exercise good research practice in accordance with the Griffith University Code for the Responsible Conduct of Research, which can be found at: http://www62.gu.edu.au/policylibrary.nsf/xupdatemonth/e7852d226231d2b44a25750c0062f457?opendocument

4.1.1 First named Chief Investigator (CI) – Project Leader

Where a research project is carried out through a collaborative arrangement, the first-named CI nominated on a NRG proposal will be considered the ‘Project Leader’. The Project Leader’s responsibilities include:

- Acting as the administrative contact for the project.
- Ensuring that all project participants are fully informed of relevant University policy and administrative procedures.
- Obtaining ethical and other clearances where relevant.
- Undertaking risk assessment and management.
- Ensuring that all project participants comply with codes of responsible practice in research.
- Financial management of the project.

The Project Leader must:

- reside in Australia for the full term of the grant whether having permanent resident status or not,
- have the time and capacity to make a serious commitment to the project,
- not assume the role of a supplier of resources for work that will largely be placed in other hands.

4.1.2 Second and subsequently named CIs

Second and subsequently named CIs on a Category A application must be early career researchers.

4.1.3 Associate Investigators (AI)

Intellectual collaborators external to Griffith University may be named as Associate Investigators (AI) on the project, but being external to Griffith University, they cannot receive funds under the NRG scheme. Als’ contributions must be detailed in the project description. Note: Griffith University staff are not eligible as AIs.

4.1.4 Mentors

As the NRG scheme aims to develop the research expertise of new researchers, the strength of the research environment and support for the researcher are important factors in the assessment of proposals. A Mentor (who is a Griffith University Academic Staff Level D or E) must be associated with and named on the proposal to provide guidance.

Mentors should provide guidance, advice and support to assist the first named chief investigator in the development and/or advancement of her/his research career.

The application must clearly demonstrate that the senior staff member’s role is that of a mentor and that the first named chief investigator is the real driver of the research.

4.2 Eligibility

All Chief Investigators on a NRG application must meet the eligibility criteria as described in this section. Mentors must also meet the eligibility criteria in clause 4.1.4.

4.2.1 Categories of New Researcher Grant

There are two categories of New Researcher Grant, and each has slightly different eligibility requirements:

A. Standard grants for new researchers (researchers within 5 years of completing their research doctorate). Category A applicants must have a mentor.

If you fit the standard eligibility criteria, you must apply for a category A grant.

B. Grants for new staff who have commenced employment at Griffith University on or after 1 July 2010, and who fall outside the criterion relevant to Category A above (award of research doctorate within last 5 years). Category B applicants must have already been awarded a research doctorate, although there is no time limit of when the doctorate has been awarded. Category B applicants are not required to have a mentor.
4.2.2 Types of Appointment

The NRG scheme is open to members of Griffith University academic staff within Academic Levels A to C or equivalent with any of the following types of appointment:

- A confirmed continuing appointment.
- A full time or fractional academic appointment of 50% or more for the 2012 calendar year. Applications can be submitted by academic staff who have not had a contract appointment confirmed for the 2012 calendar year, but a grant will not be awarded if confirmation of appointment is not received by 30 January 2012.
- A fellowship for the 2012 calendar year.

4.2.3 Adjunct staff members are not eligible to apply.

4.2.4 Applicants under Category A must have a research doctorate awarded after 19 September 2006 and have published from their doctorate or demonstrated equivalent research experience relevant to their research field. If an applicant wishes to apply for an exemption from this eligibility requirement, a case must be presented in Section D4.5 of the Application Form outlining career interruptions due to non-research employment, carer responsibilities or misadventure. Applicants to Category B must also adhere to this requirement, except for the requirement to have been awarded their doctorate after 19 September 2006.

4.2.5 Externally funded health professionals are eligible to apply for NRG funding if they have been awarded academic status for the 2012 calendar year, in accordance with Griffith's Academic Titles Policy.

4.2.6 Staff on leave for more than six months of 2012 will be ineligible to receive a grant, unless they demonstrate within the application, and to the satisfaction of the Assessment Panel, that they have the capacity to undertake the proposed research.

4.2.7 Applicants are encouraged to apply concurrently for funding from an external source to support the proposed research. Funding will only be provided if the concurrent external application is unsuccessful. Applicants are required to indicate on the NRG application form if there is a concurrent application. Priority will be given to applicants who have applied externally for project funds.

4.2.8 Funding will not be provided for the commercialisation of intellectual property. Such projects should be directed to Griffith Enterprise.

4.2.9 Applicants must not have already received funds, or be due to receive funds, from any Australian competitive research grant (whether or not the grant scheme is listed on the Australian Competitive Grants Register) to the value of $20K or over, on which they were named as a chief investigator, unless the grant pays or had paid their salary as a fellow (eg. ARC APD, DECRA or NHMRC Training Fellowships). Category B applicants may have held ACG grants in the past, but must not currently hold such a grant.

4.2.10 Late or incomplete applications will be ineligible.

4.2.11 Substantially unchanged applications that were previously submitted for funding under this scheme will be ruled ineligible.

4.2.12 Applications which exceed the specified page limits may be ruled ineligible.
4.3 **Maximum of one NRG**

Applicants who have already received a NRG grant and were listed as the first named chief investigator on that grant are not eligible for further funding.

5 **FUNDING**

5.1 **Funding Available**

Total funds available for the NRG scheme are approximately $300,000.

5.2 **Size of Grants**

NRG applicants may apply for grants between $5,000 and $20,000.

5.3 **Expenditure Items Supported**

All expenditure is to be classified within the application under the following headings: (i) Personnel; (ii) Equipment; (iii) Maintenance (iv) Travel and (vi) Other.

5.3.1 **Personnel**

*Teaching Relief*

Requests for teaching relief will be supported where it is demonstrated within the application that such support is essential for the successful completion of the project.

Applicants should ensure that a strong justification for teaching relief is included in the budget justification.

There are two methods of calculating the cost of teaching relief:

1) Teaching time calculated at the lowest incremental level of the Lecturer Level B scale, irrespective of the level of the staff member. (Academic Salary Rates can be accessed from the Griffith portal at [https://intranet.secure.griffith.edu.au/employment/pay-conditions-benefits/salary-tax-information](https://intranet.secure.griffith.edu.au/employment/pay-conditions-benefits/salary-tax-information)).

2) Sessional rates should be used if this will result in a lower cost for teaching relief.

Please state in the budget justification which method has been used. Requests should show the numbers of months required and must be carefully justified. Teaching relief requests must be endorsed by the Head of School. Grant monies may only be used for teaching relief where specified in the Letter of Offer.

*Research Assistants*

Salaries, including on-costs, for research assistants are permitted. Applicants should justify why they need a research assistant, explain what they will be doing, and state their salary rate.

5.3.2 **Equipment**

Researchers should use existing equipment wherever possible. The cost (if any) of leasing or sharing such equipment should be included. Items of equipment costing more than $1,000 should be listed separately. Only items of equipment considered essential for the project will be considered. Costs should be based on the latest prices that can be obtained from the supplier.
5.3.3 Maintenance

Maintenance includes but is not limited to:

- Items of equipment costing less than $1,000
- Consumables
- Printed material and microfilm
- Library searches

5.3.4 Travel


5.3.5 Other

Includes items not included in the other four categories.

5.3.6 Budget Items NOT Supported

The following items will not be supported:

- Salary for Chief Investigators.
- Salary for researchers to fund work outside of Australia. The University will not pay the salary of an overseas researcher at an overseas institution. It is acceptable, however, to include employment of a research assistant overseas if this is required by the nature of the project.
- Equipment and facilities that could be reasonably expected to be provided by the School or Centre.
- Postgraduate scholarships.
- Conference support – including registration and travel expenses.

5.4 GST

All project budget items must be included at a price exclusive of the GST. The GST component which may be payable on the purchase of equipment or services will not be charged to the research account but captured at the central level.

6 ASSESSMENT

6.1 Assessment Timetable

<table>
<thead>
<tr>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
</tr>
<tr>
<td><strong>August</strong></td>
</tr>
<tr>
<td>19 September</td>
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<tr>
<td>--------------</td>
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<tr>
<td>September</td>
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<tr>
<td>14 November</td>
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<tr>
<td>6 December</td>
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<tr>
<td>mid December</td>
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<tr>
<td>December/January</td>
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</tbody>
</table>

### 6.2 Assessment Panels

Each Academic Group will arrange its own Assessment Panel comprising the Group Dean Research and selected senior academics. When completing your application form, you should indicate the code of the panel to assess your application (section A2 of the form). Panels reserve the right to transfer the assessment of any application to another panel.

<table>
<thead>
<tr>
<th>Code</th>
<th>Panel Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEL</td>
<td>Arts, Education and Law Group</td>
</tr>
<tr>
<td>BUS</td>
<td>Business Group</td>
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<tr>
<td>HLTH</td>
<td>Health Group</td>
</tr>
<tr>
<td>SEET</td>
<td>Science, Environment, Engineering and Technology Group</td>
</tr>
</tbody>
</table>

### 6.3 Assessment Criteria and Weightings

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>The quality of the application and proposed project</td>
</tr>
<tr>
<td>30%</td>
<td>Track record of the CIs (excluding mentors) relative to opportunity as evidenced by their publications record and research funding history</td>
</tr>
<tr>
<td>30%</td>
<td>Capacity building – potential for developing into a competitive application for external funding and potential to build a team of researchers</td>
</tr>
</tbody>
</table>

### 6.4 Assessment and Approval Process

#### Stage 1

The Group Assessment Panels will provide a ranked list of applications recommended for funding to the Office for Research no later than 14 November 2011.

#### Stage 2

Panel recommendations will be forwarded to Research Committee for approval.

Following the release of results from the round, each Academic Group will be responsible for writing to applicants and providing any feedback on the applications provided by the panels.

### 7 HOW TO APPLY

Applications are not always assessed by experts in the field and should be written for the educated professional but not for the technical expert.

The development of quality applications through mentoring and peer review prior to submission is mandatory.

All text is to be in 12 point Times New Roman font or equivalent, except references which may be in 10 point font. Each page is to have a 2cm margin between the text and the edge of the paper, and single line spacing must be used throughout the application.

Note that applications are not screened for errors and omissions by the Group administrative staff or members of the assessment panels. Applications that do not observe the various word and page limits, or are missing signatures and/or sections, may be deemed ineligible and not assessed.

### 7.1 Grant Writing Assistance

The NRG scheme is a training opportunity for early career researchers. NRG applicants should make use of the following grant writing resources -

- The Office for Research’s [library of exemplar NRG applications](http://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants) – contact Ronda Jones by email researchgrants@griffith.edu.au for details.

- Peer review by senior academic staff that currently hold externally funded research grants. The standard of successful applications is very high and applicants are required to [seek peer review](http://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants).

- Applicants are expected to [complete all sections of the application (including signatures)](http://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants). Applications with incomplete sections may be ruled ineligible.

### 8 SUBMITTING THE APPLICATION

#### 8.1 A Research Grant Application Coversheet is not required.

#### 8.2 Application Endorsement

You must get your application endorsed before submitting it. See section 2 of this document for details of the endorsement that you will need to obtain. Applicants should ensure their Head of School or Research Centre Director receives a copy of their application with adequate time for endorsement. It is the responsibility of the applicant to ensure that their application is complete at the time it is submitted as only an eligibility check is performed by Group administrative staff. Applicants need to plan ahead to obtain endorsement and certification signatures from the Research Centre Director or Head of School. Electronic versions of signatures pages are accepted. Note that extensions will not normally be granted for missing signatures.

Applications that are incomplete (ie. missing signatures or missing sections) may automatically be deemed ineligible.

#### 8.3 Application Submission

**Closing Date:** Monday, 19 September 2011 – Late applications will not be accepted.

**Lodgement:** Applicants should submit an electronic copy of their application plus attachments directly to their Group Dean Research by 5pm on the closing date at one of the following addresses:

- **AEL Group** email: ael-research@griffith.edu.au. Contact: Jenny Wilson.
- **Business Group** email: m.conway@griffith.edu.au. Contact: Maya Conway.
- **Health Group** email: ghi@griffith.edu. Contact: Learne Brown.
- **SEET Group** email: llauriston@griffith.edu.au. Contact: Lorraine Lauriston.