

## RESEARCH INFRASTRUCTURE PROGRAM (GURIP) 2026 GUIDELINES

### Key Dates

Scheme opens – 2 June 2025

Commence consultation with Technical/Operations Managers, eResearch and Campus Life –early June 2025

Submission of applications to Dean Research Office – 14 July 2025

Submission of Group recommendations to Office for Research – 12 September 2025

Copy of final quotes and Purchase Order number provided to the Office for Research – 30 June 2026

Funds fully expended as per approved grant – 31 December 2026

### PURPOSE

The University receives Commonwealth funding to support its Australian Competitive Grants through the Block funding. Since 2001 the University has distributed a significant proportion of this funding via the Griffith University Research Infrastructure program (GURIP).

GURIP supports the objectives of:

- Ensuring that the University's research centres/institutes and schools have access to the infrastructure to support research, including higher degree students.
- Enhancing support for areas of research strength; and
- Encouraging researchers within areas of research centres/institutes and schools to develop collaborative arrangements amongst themselves, across the University and with external organisations.

The Griffith University Research Infrastructure Program (GURIP) differs from the Griffith University Research Infrastructure Investment Scheme (GURIIS) in that it is focused on funding **new equipment with innovative applications** that will expand Griffith's research capability and capacity and improve research quality.

The University is committed to an integrated and strategic approach to maintaining, replacing and growing Griffith research infrastructure. The GURIP has been the mechanism to enable purchase of new equipment and capabilities to improve HSW and research outcomes.

### NHMRC EQUIPMENT GRANT

The NHMRC also provides an annual equipment allocation to support research funded through the NHMRC. The NHMRC Equipment Grant is allocated through the GURIP grant process and the funding in the 2026 round will be directed towards one of the GURIP grants awarded.

At least one applicant on a GURIP application must currently hold an NHMRC grant to be considered for this funding.

The NHMRC's objectives for awarding Equipment Grant funding are:

- Institutions are to be strategic in the purchase of larger items of equipment that will benefit health and medical research in Australia.
- Equipment will be used collaboratively.
- To support, where possible, the purchase of Australian-made equipment.

While considering these objectives, the NHMRC requires the following criteria to be met:

- The equipment should support the highest quality health and medical research funded by the NHMRC (or through another competitive grant process);
- Consideration should be given to whether similar equipment can already be accessed in the University or region; and

- Thought should be given to the collaborative gain to be achieved through the use of the equipment e.g. multi-user equipment which crosses disciplines, research groups and departments.

## FUNDING

The **minimum** request for individual items **or** a cohesive package of equipment is \$30,000.

The **maximum** request for an individual equipment **OR** a cohesive package of equipment is \$300,000.

**Equipment priced over \$300,000** may be sought provided other funds are provided to fund the difference between the maximum GURIP award and the equipment price. To reduce admin burden, the **minimum value** for contributions from individual researchers, Elements and Groups **is \$5,000**, or the exact amount if the difference between the cost of the infrastructure and \$300,000 is lower than \$5,000.

The source of funding must be identified at the time of application and account details included in the application.

**NOTE: Funds must be fully expended by 31 December 2026. Awarded funds not spent after this date may not be carried forward.**

## ASSESSMENT CRITERIA

The primary criteria for assessing applications are:

### Track record of the applicants – 50%

- Relative to opportunity, as assessed by standard research performance indicators – research income, research publications and research higher degree completions.
- For those successful in previous GURIP funding rounds, demonstration that CIs have effectively utilised the infrastructure/equipment to deliver research outcomes and that they have met their reporting obligations is required.
- Early and Mid-Career Researchers (ECRs and MCRs) are encouraged to apply, with track record assessed relative to career stage.

### Equipment addressing the need in an area of strategic research priority for the University - 50%

The extent to which the equipment will address a need in an area of strategic priority by filling a gap in current research infrastructure or increasing research capability and capacity through the replacement of ageing equipment with better technology.

Applications seeking funding for equipment that will be located in a core research facility, iLab core and/or shared facilities, will be considered favourably.

## ELIGIBILITY CRITERIA

### EQUIPMENT

The equipment/facilities must be identified as a priority by the Academic Group / Institute for Biomedicine and Glycomics

Requested equipment **must not** be suitable for an application to the ARC Linkage Infrastructure, Equipment and Facilities (LIEF) scheme or the Griffith University Research Infrastructure Investment Scheme (GURIIS). GURIIS applications are typically for replacement of ageing equipment in core research or shared facilities, rather than procurement of new equipment needed to enhance the competitiveness of researchers and increase research capability and capacity.

**All equipment purchased under this scheme remains the property of Griffith University.**

### Eligible for funding

- An item of equipment or a cohesive package of equipment items (i.e. a suite of equipment which obviously contributes to a particular type of research), installation and maintenance for one (1) year.
- Non-capital aspects of facilities such as libraries, computing centres, animal houses, specimen collections, experimental sites
- Subscriptions to external research facilities including databases.
- Databases.
- Bibliographic materials.
- Salaries of research support staff (including research assistants and technicians) employed to construct, develop or provide short term operational support for the infrastructure. Beyond this, salaries of research support staff should be accommodated in user charges and via other funding sources. This may include training costs for ensuring equipment is used by as many people as possible, provided it is justified within the proposal.
- Other equivalent resource materials.

### Ineligible for funding

The following are not regarded as research infrastructure for the purpose of this scheme:

- Any piece of equipment/infrastructure that is not specifically for research purposes.
- Capital works.
- Salaries of teaching and research staff (including the cost of "buying time" to free such staff to do more research).
- Computing capability that is more suitable to being funded by the Electronic Infrastructure Capital Program (EICP).
- Analytical equipment time.

### Quotations

Applications do not need to include a copy of the supplier's quote for the equipment, **however** the quotes must be provided to the Group Technical/Operations Managers to assist with their review and endorsement of the application.

Quotes or tenders for successful GURIP applications will be co-ordinated with the Procurement team in collaboration with Group Technical Managers following notification of the successful outcome of applications.

- Purchases of \$30,000 - \$50,000 require two written quotes.
- Purchases of \$50,000 to <\$300,000 require three written quotes.
- Purchases over \$300,000 are subject to a tender process.

Cost estimates, including the cost of warranties and maintenance contracts, and data storage and associated IT costs, **must be** included when preparing the application.

**If the estimate deviates by more than 10% from the amount included in the application, the applicant will be asked to provide the difference in funding from another source.**

**All costs provided in the application must be priced GST exclusive.** The cost of GST may be part of the purchase price, but it will not be charged to the GURIP account. Instead, the GST will be paid by the University and then reclaimed from the Australian Tax Office.

The full Griffith University procurement and supply policy can be found in the policy library [here](#).

## ACADEMIC GROUP AND OTHER CONTRIBUTIONS

It is the Lead CI who is responsible in ensuring all contributors are aware of the details below.

All applications **must** include a significant cash co-contribution from the Academic Group, Research Centres, Institutes or external source, and the co-contribution amount must be consistent with the Academic Group's ranking of the Group's applications.

**Total co-contributions from Academic Groups must be at least 15% of the total purchase price of the research infrastructure requested. All cash contributions are to be spent on the physical purchase of the equipment.**

Individual researcher, Element or Group cash contributions will be well received for applications greater than \$300,000. The **minimum value of contributions** from individual researchers or Elements is **\$5,000**, or the exact amount if the difference is lower. The source of funding must be identified at the time of application and account details included in the application.

Applicants wishing to contribute funds from **existing ARC / NHMRC grant funding** **must consult with the Office for Research (Post Award Team) to obtain approval from the relevant funding body before submitting the GURIP application. ARC/NHMRC grant funding can only be used for the actual purchase of the equipment (e.g., no analytical time buying of equipment).**

## CHIEF INVESTIGATORS

- Groups of researchers within Griffith University's research centres/institutes and schools are invited to apply for this scheme. **Proposals led by early and mid-career researchers are strongly encouraged. Single Chief Investigator applications are ineligible.**
- Any Chief Investigator may only be named on two GURIP applications whether as first or subsequently named. Any additional applications bearing the name/s of participants (whether first or subsequently named) will be deemed ineligible. In this situation, the Office for Research will give participant/s the opportunity to nominate which of their application/s, from the total number they have submitted, will be withdrawn from the round.
- The first named Chief Investigator is the administrative contact for the application and if successful, will be responsible for all aspects of grants including the purchasing of equipment, financial acquittal and progress reporting.

**Please note:** Responsibility for this **may not be** assumed by a subsequently named Chief Investigator unless the first named Chief Investigator leaves the university or has accepted a new role.

If the Facility Manager is to take responsibility for these tasks, they **must be** listed as the first-named Chief Investigator.

The Office for Research must be advised of any changes to the Chief Investigator team.

- Applicants are encouraged to **only** include significant users of the proposed equipment rather than many occasional users.

## IDENTIFICATION OF SUITABLE SPACE AND OPERATIONAL ISSUES

### Suitable Space and Services

Each application must specify the approved location to house the equipment and confirm that the Head of Element/Group responsible for the space agrees to its location.

For larger pieces of equipment, the type of space and support services required must be considered. Applications that request funding for equipment or facilities that have special installation needs (e.g. special air-conditioning, three-phase power, gases) and/or capital works modification of an existing space, applicants must:

- Consult with their Technical Manager(s) and Campus Life on their proposed space, services and/or capital works requirements as early as possible during application development, and no later than one month before applications are due
- Obtain documented Campus Life Facilities estimates for any capital works to include a copy with the application, and provide an explanation of how these costs will be met over the life of the equipment
- Seek Campus Life approvals for any additional space allocations to the Element/Group and include a copy with the application
- Work with their Technical Manager(s) and Campus Life to manage the removal of fitted/built in equipment, as well as the fitting on the new equipment, as it may involve disruptions and/or temporary closure of adjacent facilities.

**NOTE:** GURIP cannot be used to fund capital works required to operationalise the equipment requested.

## Health and Safety

Successful GURIP applications must undertake a risk assessment for the new equipment's use prior to purchase, to determine that it can be operated in accordance with the relevant Acts, Regulations and the University's Health and Safety Policy. This risk assessment must be certified by the relevant Technical Manager.

## Operational Issues

Each application must budget for and include information on:

- The warranty periods.
- Supplier training costs.
- The term and cost of service/maintenance contracts for the purchased equipment.
- How data generated by the equipment will be managed.
- How equipment to be replaced will be de-commissioned and disposed of.

Applicants are required to advise whether there will be a cost recovery model of the GURIP funded equipment/facilities and indicate how these funds are to be used to support the ongoing maintenance of the equipment/facility.

The iLab facility management system is a single, Griffith-wide shared solution for researchers to book the use of services and equipment in Griffith facilities and for facility managers to manage these requests. Applicants are strongly encouraged to include the equipment within an existing iLab core (software for managing laboratory equipment and services). For more information on iLab email [ilab@griffith.edu.au](mailto:ilab@griffith.edu.au).

## FUNDING / BUDGET JUSTIFICATION

- Budget items detailed in the application **must be priced exclusive of GST**.  
The cost of GST may be part of the purchase price but it will not be charged to the GURIP account. Instead, the GST will be paid by a University account and then reclaimed from the Australian Tax Office.
- Salaries of research support staff can be requested (including research assistants and technicians) to setup/construct the new research infrastructure, develop or provide short term operational support for the infrastructure. They must be clearly detailed, justified and budgeted in the application. Beyond this, salaries of research support staff should be accommodated in user charges and via other funding sources.
- Where applicants are applying for equipment/infrastructure (including maintenance requests), which was included within an application to a previous University Infrastructure Scheme round, applicants must state why this further application is being made.
- Where applicable, applicants are required to advise how GURIP funded facilities will generate income and indicate how these funds are to be used to support the ongoing maintenance of the facility, including consumables, service costs and dedicated technical or research assistant staff.

## ASSESSMENT PROCESS

Each Dean Research, Director or PVC **must assess, review and shortlist** all applications submitted to the Group. Each Dean Research, Director or PVC **must submit** a ranked list to the Office for Research by closing date. Applications should be ranked by merit and fulfilment of the assessment criteria.

The Dean Research, Director or PVC will advise applicants who have not been approved to be considered for the Panel.

The ranked applications will be assessed, reviewed and shortlisted according to the assessment criteria, by a University Panel chaired by the Deputy Director (Research Services) of the Office for Research, and with at least one representative from each Academic Group as nominated by the Group Pro Vice Chancellors. The Panel may seek the advice of appropriately qualified assessors inside or outside the University, and may request additional advice from the applicants, but is not obliged to do so.

Where applicable, Group representatives will exclude themselves during consideration of any proposals in which they are an applicant or have some perceived conflict of interest.

## POST-AWARD PURCHASING PROCESS

The Lead Chief Investigator **must submit the following to the Office for Research (via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) before but no later than 30 June 2026:**

1. **Copies of final quote/s (or procurement waiver)**- to enable a GURIP project account to be established;
2. **Confirmation that all Equipment orders** have been placed; and
3. **Provide Purchase Order number/s.**

Once successful notification has been received, and the applicant has accepted the GURIP offer, the purchasing process can proceed to the quotation (for equipment under \$300,000) phase, or the tender process or waiver phase (for equipment over \$300,000), that will be supported by the procurement office.

The Lead Chief Investigator **must** liaise with the Category Manager, Procurement in collaboration with the Group Technical Managers on the technical specifications of the equipment / facility, warranty periods, maintenance contracts and the quotation process.

## DURATION OF AWARD

GURIP funding is awarded for **one year only** commencing 1 January 2026.

Funds **must be fully expended by 31 December 2026** and any funds remaining after this date will return to the DVC-R.

## FINAL REPORT

A final report, consisting of a summary of the level of usage of the equipment, preventative maintenance performed and any repairs needed, is required within 12 months of delivery and installation.

The report must be submitted to the Office for Research, via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)

## ENDORSEMENTS AND APPLICATION SUBMISSION

The guidelines and application form are available on the Office for Research website at:

<https://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants>

Before commencing the application, it is advisable to have early discussions with the Head of School or Director to confirm it complies with the Academic Group's strategic priorities. Early discussions with PVCs or Dean of Research are also recommended.

### ENDORSEMENTS

Applications **must** be approved as below prior to submission to the Office for Research.

To confirm the eligibility criteria, all applications must obtain confirmation and endorsement from:

- Group Technical Managers/Partners or Element Operations Manager; **and**
- The Head of eResearch (when applicable).
- The Assoc. Director (Engineering Services), Campus Life (when applicable).

In addition, endorsement is required from **one** of the below:

- Research Centre/Institute Director or Head of School; **or**
- Dean of Research or PVC

Applications from Facilities that fall under the portfolio of the DVC(R) must be approved as follows:

- The Director (or delegate) for Institute for Biomedicine and Glycomics applications. Applicants **must contact** [ibgresearch@griffith.edu.au](mailto:ibgresearch@griffith.edu.au) for further details regarding endorsement.
- PVC(R) for ADaPT applications.
- The Director of the Office for Research for Bioresources Research Facility applications.

The Dean Research, Director or PVC may withdraw applications that do not comply with these Guidelines or where they do not comply with the Academic Group's strategic priorities.

Each Academic Group will submit **a maximum of 5 GURIP applications**.

## APPLICATION KEY DATES

### CONSULTATION WITH TECHNICAL/OPERATIONS MANAGERS, CAMPUS LIFE AND E-RESEARCH

Consultation on space and services requirements with the Group / Institute Senior Technical / Operations Manager should begin in early June.

Consultation with Head of eResearch on software requirements, cybersecurity, data management and data storage should begin by early June.

Consultation with Campus Life on space, services and capital works requirements should begin by mid June.

### CLOSING DATE TO THE DEAN RESEARCH OFFICE OR DIRECTOR

**Dean Research Office internal closing date: 5pm on 14 July 2025**

Completed applications, including attachments (if applicable), are to be submitted to their relevant Dean Research Office or equivalent no later than the above closing date.

## SUBMISSION

Applications must be submitted in full, including required attachments, via email to the relevant Office, as a single, pdf document, by relevant closing date using the following naming convention: [Lead CI Surname\_2026 GURIP Application], (e.g.: *Smith\_2026 GURIP Application*).

<b>AEL</b> Dean Research Office email:	<a href="mailto:ael-research@griffith.edu.au">ael-research@griffith.edu.au</a>
<b>GBS</b> Dean Research Office email:	<a href="mailto:gbsdeanresearch@griffith.edu.au">gbsdeanresearch@griffith.edu.au</a>
<b>HEALTH</b> Dean Research Office email:	<a href="mailto:health-dean-research@griffith.edu.au">health-dean-research@griffith.edu.au</a>
<b>Institute for Biomedicine &amp; Glycomics</b> email:	<a href="mailto:ibgresearch@griffith.edu.au">ibgresearch@griffith.edu.au</a>
<b>SCIENCES</b> Dean Research Office email:	<a href="mailto:gsc-dean-research@griffith.edu.au">gsc-dean-research@griffith.edu.au</a>
<b>Office for Research</b> (for <b>BRF applications</b> ) email:	<a href="mailto:d.garklavs@griffith.edu.au">d.garklavs@griffith.edu.au</a>
<b>DVC(R) Portfolio (ADaPT)</b> email:	<a href="mailto:a.bishop@griffith.edu.au">a.bishop@griffith.edu.au</a>

## CLOSING DATE FOR RECOMMENDATIONS TO THE OFFICE FOR RESEARCH (from Dean Research, Director or PVC)

**Office for Research closing date: 5pm on 12 September 2025**

Late applications will not be accepted. After submission, recommendations may be withdrawn but not amended.

### Lodgment

Group Dean Research, Director OR or PVC(R) will submit all applications and their Group Evaluation Sheet, as electronic copies, to the Office for Research via [internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au) no later than the above closing date.

## OUTCOME NOTIFICATION

Applicants will be advised of outcomes by late October / early November 2025.

**Scheme enquiry contact: Lynette Farquar, Deputy Director – Research Services, Office for Research.**

## PRIVACY

*Griffith University collects, stores and uses personal information only for the purposes of administering the Research Infrastructure Program, 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>*