###### *Swinburne Research Institutes*

###### Application Form for Round 1: Commencing in 2017

Swinburne Research Closing date: 27 April 2017

Closing date to send to Department Chair / Centre Director: 26 April 2017

To be completed after applicants have read the SRI-Seed Guidelines and supporting documentation on the at [Swinburne Research Institutes Seed Grants Round 1 web page](https://www.swinburne.edu.au/research/our-research/institutes/institutes-seed-grants/). It is strongly recommended that proposed applicants discuss their project with the relevant Institute contact as detailed in the Guidelines.

**Submission Instructions:** Submit to resgrants@swin.edu.au. Subject header format: Institute Seed Grant – [name of Institute], [surname of Lead CI]

**SUMMARY DETAILS**

**Proposal Title**

|  |
| --- |
| Insert title here |

**Contact:** List the Lead Chief Investigator, who will be the primary contact for this research proposal.

|  |  |
| --- | --- |
| Name |       |
| Department/Centre/ Faculty |       |

**Project State/ End Details**

|  |  |
| --- | --- |
| Proposed start date (earliest start date is 16 May/ June 2017):  |  |
| Proposed end date: |  |

**Team members:** List the known investigators who will be involved in the research (*add more rows if needed*. Do not include external partner details here.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Proposed EFT commitment during project** | **Primary FoR Code of researcher** | **ECR(yes/ no)** | **Dept/ Centre** | **End-date (if fixed term)** | **Organisation (if not Swinburne)** | **Email** |
|       |  |  |  |       |       |       |       |
|       |  |  |  |       |       |       |       |
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**Institute Alignment**

Please indicate the *primary* alignment of your proposal with a relevant Institute, you must choose *one only*. Please also indicate any other Institutes which your proposal is aligned with and whether you have contacted the designated contact persons (refer Guidelines). Your proposal will be reviewed and ranked by the Institute Committee of the Institute that has the primary alignment for your project.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Primary****Alignment** | **Other relevant**  | **Contact****consulted** |
| Iverson Health Innovations  | **[ ]**  | **[ ]**  | **[ ]**  |
| Swinburne Manufacturing Futures  | **[ ]**  | **[ ]**  | **[ ]**  |
| Swinburne Smart Cities  | **[ ]**  | **[ ]**  | **[ ]**  |
| Swinburne Social Innovation  | **[ ]**  | **[ ]**  | **[ ]**  |
| Swinburne Data Science  | **[ ]**  | **[ ]**  | **[ ]**  |

**Application**

In no more than five A4 pages of 12-point font text, provide a convincing case for the research project, having regard to the selection criteria and completing all sections below.

1. **Project Summary**

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| --- |
| Provide a 100-word summary explaining the partner need for the project, the alignment with the relevant Institute and what interdisciplinary research will be undertaken. *Note that the Project Summary of successful projects will be published on the Swinburne website and should be written in a form which understandable to the public, avoiding jargon or technical language.* |

1. **Alignment with Institute themes and priorities: (10 lines maximum)**

|  |
| --- |
| Explain how the proposed research aligns with the Institute themes and priorities |

1. **Proposed research activities and outcomes (1.5 pages maximum)**

|  |
| --- |
| Provide an outline of the Project. Explain the end-user problem to be solved and the need for an interdisciplinary approach. Provide details of the research framework, a timeline with major milestones and activities, and a description of the anticipated outcomes. Use the following headings.4.1 Project Scope, Research Challenge and Nature of Project Innovation4.2 Research Framework and rationale for an interdisciplinary team-based approach4.3 Key Activities and Timelines4.4 Expected Research Results and Outcomes  |

1. **Role of personnel (15 lines maximum)**

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| --- |
| Summarise the roles, responsibilities and contributions of the Team members and other collaborators. Explain the role of any ECRs in the project and how they will benefit from their participation.  |

1. **External Partners**

Provide details of external partners below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name | Contact Name and Position  | Estimate of in-kind commitment of external partner. List: - FTE contribution of external partner staff- details of other in-kind contributions | Details of new **cash contributions**\*\* provided by external partners. ($ value to be provided) | Letter of Support attached at Attachment 1? Yes/ no\*\* |
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*\*\* New cash contributions means funding that will be obtained from the external partner for the project via an invoice that will be issued (subject to contract)*

*\*\*A Letter of Support must be provided for the proposal to be eligible. The Letter should explain the relevance of the proposed project to the strategic and organisational priorities of the external partner and clearly state the value of the cash or in-kind contributions that the external organisation will make. Provide scanned Letters of Support on organisational letterhead at* ***Attachment 1****.*

How will the external partners be actively involved in the proposed project? (15 lines maximum)

1. **Budget justification**

Explain how the Project funding from this Scheme, and any External Organisation or other funding will be used.

7.1 Budget summary table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Requested** | **Details** | **$ Value Requested from Seed-Fund(up to $20,000)** | **Cash contribution from partner (Value, name)** | **In-kind contribution from partner (Value, name)** | **Other contributions(if relevant)** |
| Staff |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Accommodation |  |  |  |  |  |
| Consumables |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total request** |  |  |  |  |  |

7.2 Justification

Justify your budget request: Note that this is a request for justification, not a description. For example, it is not sufficient to simply state that you will travel to a specified location for x number of days; you must explain why such travel is necessary for the project to succeed, what will occur on each visit, etc.

*Staff*

*Travel*

*Accommodation*

*Consumables*

*Other*

1. **Expected Research outputs, impact and future plans**

|  |  |
| --- | --- |
|  | **Details** |
| Publications: | Provide details here of expected publications if relevant. If it the data is likely to be preliminary and not publishable, explain how it has the potential to lead to future publications |
| Future funding opportunities | Explain here how the proposed research will lead to future funding opportunities. What potential funding sources are available? Is there scope for direct funding by the partner. |
| Research impact | Explain here how the research can lead to social, business, commercial or environmental impact. What are your plans for communicating and translating research outcomes? |

1. **Ethics/ institutional approvals**

🞎 Not required

🞎 To be obtained (refer http://www.research.swinburne.edu.au/researchers/ethics/)

 🞎 Human research ethics protocol # \_\_\_\_\_\_\_\_\_\_\_\_

 🞎 Animal experimentation protocol # \_\_\_\_\_\_\_\_\_\_

 🞎 Biosafety/Biohazards protocol #\_\_\_\_\_\_\_\_\_\_\_

1. **CVs:**

At **Attachment 2**, for the Lead Chief Investigator and for each Swinburne Team member, provide a statement of no more than one page in total including (a) current position, (b) expertise relevant to the proposed role in the current proposal, and (c) details of top 5 grants and/or publications in areas relevant to the proposal.

1. **Certifications – required by all Swinburne CIs**

*Certification by Lead Chief Investigator*

In submitting this application, the Lead Chief Investigator affirms\*:

(i) that the Lead Chief Investigator bears full responsibility for the conduct of the activity.

(ii) The requested funds do not supplement or duplicate a project activity supported by another current internal University grant, external grant or research contract.

(iii) All project team members have consulted appropriately with their supervisors and have the time and basic infrastructure resources to pursue the project concerned, within the context of existing research, teaching and higher degree supervision responsibilities.

Signed:

Date:

Endorsed by the Department Chair or Centre Director:

The Department Chair/ Centre Director agrees that if the proposal is successful, the Lead CI will be given sufficient time to undertake the project and/ or the time allocation is within existing workload.

Department Chair/ Centre Director: (name)

Signed:

Date:

*Certification by Chief Investigator\**

In submitting this application, the Chief Investigator affirms\*:

(i) that s/he will participate in the project activity as described in the proposal.

(ii) The requested funds do not supplement or duplicate a project activity supported by another current internal University grant, external grant or research contract.

(iii) I have consulted appropriately with my supervisors and have the time and basic infrastructure resources to pursue the project concerned, within the context of my existing workload.

Signed:

Date:

Endorsed by the Department Chair or Centre Director:

The Department Chair/ Centre Director agrees that if the proposal is successful, the CI will be given sufficient time to undertake the project and/ or the time allocation is within existing workload..

Department Chair/ Centre Director: (name)

Signed:

Date:

\*copy certification as required

***Attachment 1: Letters of Support***

*Insert letters of support from all external organisations*

***Attachment 2: CVs of Chief Investigators***

*For the Lead Chief Investigator and for each Swinburne Team member, provide a statement of no more than one page in total including (a) current position, (b) expertise relevant to the proposed role in the current proposal, and (c) details of top 5 grants and/or publications in areas relevant to the proposal.*

***Lead Chief Investigator CV***

1. *Name:*
2. *Current Position:*
3. *Expertise relevant to the proposed role in the proposal:*
4. *Top 5 funded projects*

|  |  |  |  |
| --- | --- | --- | --- |
| Named Grant CIs  | Funder | Total value | Relevance to this proposal |
|  |  |  |  |
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|  |  |  |  |
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1. *Top 5 publications in relevant area*
2.
3.
4.
5.
6.

***Chief Investigator CV***

1. *Name:*
2. *Current Position:*
3. *Expertise relevant to the proposed role in the proposal:*
4. *Top 5 funded projects*

|  |  |  |  |
| --- | --- | --- | --- |
| Named Grant CIs  | Funder | Total value | Relevance to this proposal |
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1. *Top 5 publications in relevant area*
2.
3.
4.
5.
6.

***Chief Investigator CV***

1. *Name:*
2. *Current Position:*
3. *Expertise relevant to the proposed role in the proposal:*
4. *Top 5 funded projects*

|  |  |  |  |
| --- | --- | --- | --- |
| Named Grant CIs  | Funder | Total value | Relevance to this proposal |
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1. *Top 5 publications in relevant area*
2.
3.
4.
5.
6.

***Chief Investigator CV***

1. *Name:*
2. *Current Position:*
3. *Expertise relevant to the proposed role in the proposal:*
4. *Top 5 funded projects*

|  |  |  |  |
| --- | --- | --- | --- |
| Named Grant CIs  | Funder | Total value | Relevance to this proposal |
|  |  |  |  |
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1. *Top 5 publications in relevant area*
2.
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