

Seed Funding Guidelines 2016

1 Project Management

1.1 Project planning

- Projects are required to have a detailed project plan with accompanying timelines and milestones.
- Projects commence in quarter 3 and are for twelve months duration.
- Extensions of time are assessed on a case-by-case basis.

1.2 Project governance

- Projects are led by the Chief Investigator who is responsible for ensuring project performance and delivery in accordance with Institute guidelines, rules and regulations.
- Projects are required to provide regular and timely updates to the Institute.
- Projects will be appointed an Institute representative to collaborate with project teams. Institute representatives will attend project meetings.

1.3 Chief Investigator

- The Chief Investigator on the project is required to hold a salaried academic appointment at the University of Melbourne for the duration of the project.
- If the Chief Investigator leaves the University their duties will be transferred to another Researcher meeting the requirements.
- The Chief Investigator is responsible for ensuring compliance with these guidelines and other Institute policies and procedures.

1.4 Researchers

- All researchers working on the project will be MNSI researchers for the purposes of the project.
- In submitting the application, it is assumed all researchers have consulted with their Head of Department and have the capacity to pursue the project.
- All researchers on the project need to disclose any conflicts of interest.

1.5 External Partners

- The Institute encourages collaboration with external partners.
- Governance of external relationships and intellectual property is in accordance with the University of Melbourne's policies and procedures.

2 Budget, Funding and Expenditure

2.1 Budget

- Projects must have a detailed and well justified budget to meet specified project goals.

2.2 Project Funding

- Funding amounts are at the discretion of the Institute. The Institute has the right to alter project funding amounts before project commencement.
- Funding for projects is for amounts of \$20,000 - \$50,000 for a period of twelve months.
- Funding will be paid in two instalments.
 - Access to the second instalment is subject to a six monthly review and satisfactory progress against milestones.
- Projects may be eligible to apply for additional funding following the completion of the project for example to leverage external grant applications.
- Any unused funds remaining at the completion of the project will be returned to MNSI.

2.3 Expenditure

- Research funding comes from the University's strategic allocation of funding to interdisciplinary research institutes to build interdisciplinary research activity, therefore funding needs to be spent on activities within the University of Melbourne.
- Research funding can be spent on a range of purposes to support the goals.
- No hardware or software is to be purchased without prior authorisation of MNSI.
- All hardware purchased as part of the project remains the property of MNSI and must be returned to the Institute at completion of the project.
- Funding cannot be spent on the following:
 - Payment of salaries for existing continuing and fixed-termed positions at the University of Melbourne.
 - Payment to any external organisations.
 - Travel, conference and accommodation expenses.

3 Reporting

- Expenditure updates in line with the budget to assist with MNSI budgeting and reporting as required.
- A MNSI research paper within three months of the project completion.
- Details of any publications, conference papers and seminars, media coverage or additional grants arising from the project.
 - Projects are required to report on the above for three years following the completion of the project.

4 Engagement and Communication

4.1 Engagement

- Researchers associated with the project are part of the MNSI research community.
 - They are expected to participate in research activities associated with the Institute.
 - They are entitled to refer to themselves as a MNSI researcher while they remain active on a project.
- Researchers are required to actively participate in MNSI's engagement activities, such as events, lectures, seminars and workshops.
- Projects are required to provide at least one seminar or demonstration as part of the project.
- Projects are required to publish a final report, either as an academic publication or as a MNSI publication.
 - This publication will be open access and a final copy will be tendered to MNSI to be recorded against the project as a final outcome.
 - Projects will provide a summary of the final report for publication in popular press, such as *The Conversation* or as an article on the MNSI website.

4.3 Communication

- MNSI branding is required on all documents and presentations that relate to the project.
- MNSI is to be referenced on all academic, general and media publications and work relating to or arising from the project.
- Provide a project outline to be used in MNSI marketing and communications as well as updates as new developments occur or when required.
- Regularly provide updates to the Institute on the project.
- Provide project outputs including research papers, newspaper articles and short videos.