



Seed Funding Terms and Conditions

A. Networked Society Institute

1. The Networked Society Institute is an interdisciplinary research institute at the University of Melbourne.
2. The Institute catalyses innovative interdisciplinary research to establish the University as a leader in addressing the impact and embracing the opportunities of connectivity for society.
3. The Institute receives funding through the Deputy Vice-Chancellor (Research).
4. To further research and support interdisciplinary collaborations across the University the Institute provides seed funding for new research projects.
5. The seed funding is administered by the Institute in accordance with these terms and conditions.
6. Institute staff will provide appropriate guidance, support and assistance to researchers to facilitate the successful completion of projects.

B. Project Selection

1. Project selection is administered by Institute's Executive Committee.
2. Projects will be selected based upon:
 - (a) Feasibility, scope and budget
 - (b) Potential to generate high impact and engagement
 - (c) Project novelty and innovation
 - (d) Alignment with the Institute's themes and priorities
 - (e) Demonstrated potential to build interdisciplinary research capacity
 - (f) Ability to scale and to obtain future funding
3. To be eligible for consideration projects will submit an Application Form.
4. Applications will be shortlisted by the Executive Committee.
5. Shortlisted applicants will be invited to pitch their proposal to the Executive Committee.
 - (a) The pitch session will be 15-minutes in length, including question and answer time
 - (b) Following the pitch, the Executive Committee will:
 - (i) Approve the proposal
 - (ii) Reject the proposal
 - (iii) Seek additional information
 - (iv) Request resubmission of an application.

C. Funding

1. Funding will be offered over two phases up to a maximum of \$40,000
 - (a) Project Phase 1: \$10-20,000
 - (b) Project Phase 2: \$10-20,000
2. Access to Phase 2 funding is contingent on the successful and satisfactory completion of Phase 1.
3. Project funding is for a period of 12 to 18 months.
4. Funding amounts are at the discretion of the Institute.
5. Any assets purchased and unused funds remaining at project completion will be returned to the Institute.

D. Project Management

1. Projects require a project plan that includes:
 - (a) Deliverables
 - (b) Timeline
 - (c) Milestones
 - (d) Budget
2. Project plans must be approved by the Institute for the grant of funding.
3. Any variations to the project plan requires authorisation from the Institute.
4. Project extensions are assessed on a case-by-case basis.
5. Projects are appointed an Institute staff member to support project management and delivery.
 - (a) Project teams must ensure that their Institute staff representative is kept informed of progress and developments.
6. The Institute reserves the right to terminate the project for unsatisfactory performance.

E. Expenditure

1. Funds are provided to build the research capacity of the University of Melbourne.
2. Research funding can only be spent in accordance with the authorised budget.
3. Any alterations to the budget and expenditure requires prior authorisation by the Institute.
4. Any hardware purchased as part of the project is the property of the Institute and must be returned to the Institute at the completion of the project.
5. Funding cannot be spent on the following:
 - (a) Salaries for existing continuing and fixed-term positions at the University of Melbourne,
 - (b) Travel, conference and accommodation expenses,
 - (c) External organisations, consultants or any other external providers.
6. Any surplus funds at the end of the project will be returned to the Institute.
7. A financial acquittal is required at the completion of the project.

F. Chief Investigator

1. Each project appoints a researcher as Chief Investigator who is responsible for:
 - (a) Project management and deliverables
 - (b) Budget management and expenditure
 - (c) Compliance with Institute directions, guidance, policy and procedures
 - (d) Provision of regular and timely updates to the Institute
 - (e) Project and financial reporting.
2. The Chief Investigator is required to hold a salaried academic appointment at the University of Melbourne for the duration of the project.
3. Should the Chief Investigator leave the University of Melbourne their duties will be transferred to another researcher meeting the above requirements.

G. Researchers

8. Researchers are University of Melbourne staff working on the project.
9. Researchers associated with the project are part of the Networked Society Institute's research community and are:
 - (a) Expected to participate in research activities associated with the Institute
 - (b) Entitled to refer to themselves as a Networked Society Institute researcher while they remain active on the project.
10. All researchers must disclose any real, potential or perceived conflicts of interest.
11. Researchers must provide timely responses to requests from Institute staff.
12. Researchers are encouraged to actively participate in the Institute's engagement activities, such as events, lectures, seminars and workshops.
13. In submitting an application, it is assumed that all researchers have consulted with their Head of Department and have the capacity to undertake the project.
14. Intellectual property is governed in accordance with University of Melbourne's policies and procedures.

H. External Collaborators

1. Staff working on the project who are not affiliated with the University of Melbourne are external collaborators.
2. All external collaborators must disclose any real, potential or perceived conflicts of interest in relation to the project.
3. Governance of external relationships and intellectual property is in accordance with University of Melbourne's policies and procedures.

I. Reporting

1. Provide regular updates on project performance to Institute staff as requested.
2. Publish findings in an open and accessible manner in a format agreed to by the Institute.
3. Deliver at least one public event throughout the duration of the project.
4. Provide the Institute with details of any publications, conference papers and seminars, media coverage or additional grants arising from the project and for three years following the completion of the project.

J. Communication

1. Institute branding is required on all documents, presentations and publications.
2. Present work at Institute events and forums.
3. Provide project materials and updates to support the Institute's marketing and communications as activities.
4. Reference the Institute on all academic, general and media publications and work relating to or arising from the project.

K. Revocation

1. Seed Funding can be revoked for:
 - (a) Failure to adhere to any of these terms and conditions.
 - (b) Failure to commence within 6-months of receipt of funding. Evidence required.
 - (c) Provision of false or misleading information in the Seed Funding Application or Memo.