Faculty of Medicine, Dentistry and Health Sciences
Climate and Health Seed Funding 2023
Project Funding Guidelines

1. **Eligible expenditure**

It is anticipated that seed funding will be used for project research and administration support, convening and workshop costs, and other applied research costs. The funding is not intended to pay for laboratory rent or equipment, infrastructure payments, physical assets and other like expenses. Applicants will be required to outline anticipated budget items in the application form. Eligible expenditure will include:

1.1   Employing professional staff to provide development, administrative or project management support.
1.2   Employing research staff to provide project research support.
1.3   Costs of staging facilitative or collaborative workshops or similar events, and any incidental costs associated with running such workshops or events (e.g. catering, venue hire, facilitator fees).
1.4   Applied research costs (excepting laboratory, plant and equipment rentals or purchases).
1.5   Travel costs which are incidental in facilitating any of the above eligible expenditure or are necessary to facilitate project milestones (as specified in your project outline).
1.6   Up to 75% of the requested budget can be allocated to EMCR salary. An ECR is within 5 years of being awarded their PhD and a MCR is within 10 years of being awarded their PhD.

Costs of fixed-term or casual staff employed by the Project Lead must be costed in accordance with the salary scales in use at the University of Melbourne. The University's salary costing tools are available [here](#) or via [Staff Hub](#).

2. **Non-eligible expenditure**

Non-eligible expenditure includes the following:

2.1.   Salary top-ups for continuing or full-time fixed-term staff (other than ECRs, as above).
2.2   Consultant fees.
2.3   Laboratory rental costs.
2.4   Plant and equipment costs.
2.5   Bench fees.

3. **Calculating carbon emissions and offsetting cost**

Included within the budgeting of your project, we expect you to use the Carbon Offset Bank to calculate and include the emissions embedded in your research activities and the associated cost of offsetting these emissions: https://sustainablecampus.unimelb.edu.au/carbon-offsets-bank/. Upon completion you will receive a 'carbon offset preview' form. Please attach this to your application. Note that we are piloting this process and so are interested to hear feedback about usability.

4. Timeframes

The call for submissions will open on **Wednesday 1 March 2023** and close **Friday 14 April 2023**. A four-week assessment period will follow the close of submissions, and results will be communicated to applicants by **Friday 26 May 2023**. Funding will be disbursed to the successful applicants by **Friday 30 June 2023**.

The project finish date will be set at 12 months from the date of disbursement unless a time extension has been granted. Time extensions will only be granted in extenuating circumstances. Applications for extensions should be sent via email to **climate-catchlab@unimelb.edu.au** no less than 60 days prior to the project finish date. Extensions of no more than 3 months will be granted.

5. Demonstrating impact

The University defines research impact as "the effect on, change or benefit to scholarly knowledge and the economy, society, culture, public policy or services, health, the environment or quality of life." The University supports its academics across all disciplines to engage with the wider community as thought leaders, to translate their research for practical benefit, and to use research breakthroughs to make a positive difference in the world. To capture impact within your research, it is important to consider what matters in your project and how you will measure what matters.

Professor Jenny Lewis, Director – Scholarly and Social Research Impact, has developed a framework to assist University researchers in thinking about the impact of their work (see **Figure 1** below). You can learn more about research impact in this paper by University of Melbourne academics, Kate Williams and Jenny Lewis.

Figure 1. Research Impact Framework
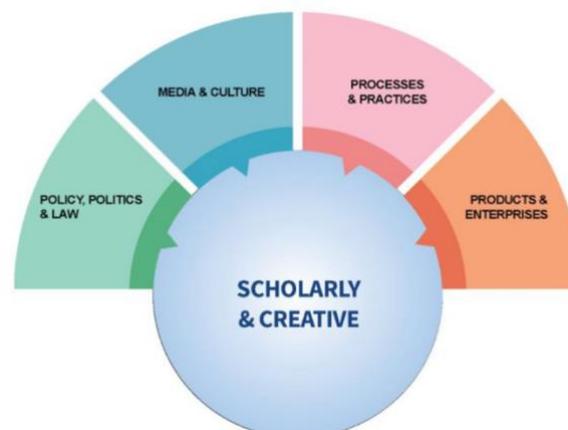
Facet	Aim
Scholarly and Creative	Advance knowledge and ways of knowing
Policy, politics and law	Inform/improve politics, policy and governance, including law and regulation
Media and culture	Inform/facilitate public debate, perceptions and culture
Processes and practices	Inform/advance/improve processes and practices
Products and enterprises	Create new products, technologies and (for profit and not-for-profit) enterprises and ventures

adapted from Williams, K and Lewis, JM (2021) 'Understanding, measuring and encouraging public policy research impact', Australian Journal of Public Administration 80 (3), 554-564

6. Evaluation and assessment

Applications for the seed funding will be assessed on a competitive basis by an Assessment Committee comprising MDHS representatives. The Assessment Committee will assess each application according to its alignment with the Assessment Criteria. Applications will be assessed in a single round. The Assessment Criteria are:

Impact (using the Framework above):
- What project milestone(s) will the funding help deliver?
- Can the project reasonably achieve the project outcomes?
- When will the short- and long-term project outcomes be realised?
- Has the application discussed how it will measure what matters?

7. Submission format

Applicants must complete the relevant application form. In addition, a **project outline** of **no more than 3 pages** must supplement the application form. The project outline must contain:

- A description of the project including its current state (½-1 page);
- A description of the intended short- and long-term project milestones, outcomes and timelines (½ page);
- A statement on how the funding will help your project to have impact and how you will measure this (1-1½ pages);
- A listing and brief justification of the budget items (½ page).

The application form and project outline must be attached as a single PDF or Word document and sent to climate-catchlab@unimelb.edu.au.

8. Payment of funding

If the application is successful, an amount of up to AUD$40,000 will be deposited into a new University of Melbourne account created by MDHS.

9. Reporting and engagement requirements

The Project Lead will be required to report to and engage with MDHS in the following form:

A.   Introductory Meeting.
B.   Mid-Funding Report.
C.   Post-Funding Report and Meeting.

A.   Introductory Meeting

The Introductory Meeting will be the first opportunity to discuss the project in detail. The Project Lead will be required to make a brief presentation of the project and to discuss any feedback from the MDHS team, including how the project could be further supported by MDHS.

The Introductory Meeting will be held within two weeks of notification of results (i.e. on or before **Friday 9 June 2023**) at a mutually agreeable time.

B.   Mid-Funding Report and Work-in-Progress seminar

The Project Lead will be required to provide the MDHS team with a progress report against agreed project milestones six months after the disbursement date, as well as a 300-word summary of the project progress to be shared on the MDHS website. The report should include:

- Evidence of your progress towards completion of agreed project milestones; and
- Itemised list of expenditures from the grant.

A reporting template will be circulated in due course. At a similar time, the Project Lead will also be required to present a Work-in-Progress (WIP) seminar providing an update on the project. Further details about the seminar and presentation requirements will be provided.

C.   Post-Funding Report and Meeting

The Project Lead will be required to provide the MDHS team with a final report against agreed project milestones within one month of completion of the funding (12-month) timeframe. The report should include:

- Evidence of your completion of agreed project milestones and how the funding contributed to the short- and long-term project outcome(s); and
- A final itemised list of expenditures from the grant and transaction listing.

The next steps for the project and opportunities to be discussed at the Post-Funding Meeting. A reporting template will be circulated in due course.

Please note, you are required to notify the MDHS team of any changes to the circumstances of the project (e.g. change in team members, addresses,) as soon as practicable.