2020 McCoy Seed Fund

Guidelines

Purpose of the McCoy Seed Fund

The McCoy Project is a joint initiative between the University of Melbourne and Museums Victoria, which fosters innovative and high impact research projects that leverage the strengths of the two partners cultivating collaborative, multidisciplinary research.

The McCoy Project aims to:
- Create an environment where scholarship based on Museums Victoria's collections can flourish.
- Develop and deliver quality collaborative projects that will have significant impact.
- Bring scholars from different disciplines to work together to develop innovative and inspiring projects.
- Develop the next generation of research communicators.

About the McCoy Seed Fund

The University of Melbourne and Museums Victoria invite applications to the McCoy Seed Fund for research projects that will be undertaken over the period 1 April 2020 to 1 April 2021. Funds available for each project will be in the range of **$5,000 to $20,000**.

The scheme will support research teams to develop and implement interdisciplinary and/or research projects which address one or more of the McCoy research cluster themes set out below and/or focus on a topic relevant to the research objectives of both Museums Victoria and the University of Melbourne. Applications must include researchers from both Museums Victoria and the University of Melbourne.

McCoy Project Research Cluster Themes

Funding will focus on the following themes:
- Understanding the past, present and future through our collections
- Understanding and protecting the places and cultural heritage of our region
- Connecting diverse Peoples and perspectives to transform our understandings
- Placing First Peoples at the core of our practice, through inclusive and respectful engagement
- Communicating our Research: Innovative Teaching and Learning through Universities, Museums and Collections.

However, consideration will also be given to project proposals that fall outside these themes.

Eligibility

Coordinating Investigators (CIs):
- Each project must have a nominated CI from the University of Melbourne **AND** a nominated CI from Museums Victoria.

- University of Melbourne CIs: can be any current continuing academic staff member, or a fixed-term academic staff member with an end date not before 1 June 2021. A professional staff member may also be CI or a team member, provided his/her end date is not before 1 June 2021.

- Museums Victoria CIs: can be any current ongoing staff member, or a fixed term staff member with an end-date not before 1 June 2021.

- If a CI leaves his/her position during the project, the team will be responsible for nominating a replacement, which could be a new team member. Individuals can only be named CIs on one application per funding round.

Composition of the Project Team:
Teams must comprise researchers from the University of Melbourne and Museums Victoria. Researchers may include continuing, fixed-term, casual, honorary, academic and professional staff members from the University of Melbourne, and ongoing, fixed-term, casual or honorary staff members from Museums Victoria, with end dates of at least 1 June 2021.

Replicating/supplementing other funding:
A McCoy Seed Fund Grant is *not* intended to supplement another, current University of Melbourne or Museums Victoria internal grant. Applications by research teams already using such grants will generally be excluded.

Duration:
Projects must be completed by 1 April 2021.

Costing of projects:
Costs of fixed term or casual staff employed by the project must be costed in accordance with the salary scales of the employer of their supervisor. For example, if a Research Assistant on the project is to be directly supervised by a University of Melbourne researcher, their salary and other associated costs will be estimated in accordance with the University's research costing policy.

All requests for funding are to be made through the McCoy Seed Fund Application Form and associated process. Requests for funds outside this process will not be considered.

Assessment Criteria

Project Team Composition [15%]
- Comprising researchers from the University of Melbourne and Museums Victoria.
- Suitably skilled or networked team members.
- Research track record of CIs and rest of team.
- Inclusion of an ECR or PhD student will be looked upon favourably. An ECR is a PhD student or a researcher who has completed their PhD within the last 5 years at the application submission date.

Impact [30%]
- Demonstrable impact beyond academic and the museum communities, for example demonstrating how the outputs of the project will be communicated to the broader community, or how stakeholders outside of the academic and museum communities will be engaged with the project.
- Potential to lead to joint funding proposals, domestic or international, to grant funding bodies or industrial organisations involving University of Melbourne/Museums Victoria collaborators.
- Scope for further development or expansion by means of coordinated activity by the team.

Genuinely interdisciplinary [20%]
- Demonstrates how the project leverages knowledge and expertise from at least two academic disciplines.

Project Relevance [15%]
- Relevance to the objectives of the McCoy Project.
- Relevance to the Collections and/or the research objectives of Museums Victoria and/or The University of Melbourne.
- Identification of and engagement with the relevant key stakeholders.

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Project Quality [20%]
- Novelty of topic, conceptual framework, method, or design
- A single project purpose or unified set of purposes, with outcomes stated accordingly
- Feasibility: realistic project schedule; realistic costing, based on current University of Melbourne/Museums Victoria human resources and finance policies.

Use of funds

All McCoy Seed funds will be administered by the collaborating Faculty/Department at the University of Melbourne. Museums Victoria will invoice the relevant Faculty/Department for their project expenses as outlined above.

Funds may be used for:
- Employing casual or fixed-term staff to perform a scholarly, operational, or administrative role in the project, including grant development and writing.
- Costs of staging facilitation workshops or similar events (catering, venue hire, equipment hire, facilitator fees, etc.)
- Travel costs (flights and accommodation): overseas or interstate travel for key external collaborators; modest travel expenses for the CIs and/or project team members.
- Purchase of new equipment (hardware, software, consumables): if *specifically* required for the project.
- Other purpose similar to the above (specific justification must be provided in the application).
- Materials for public engagement and dissemination of the research outputs beyond academia and the museum community (for example, creating a website, a small travelling exhibition, running workshops for the general public or school children).

Funds may not be used for:
- Salary top-ups for continuing or full-time fixed-term staff.
- Extending contracts of continuing or full-time fixed-term staff.
- Fees for consultants (other than event facilitators).
- Student Scholarship top-ups.

Application Submission Process
Sign-Off:
Teams **must** consult with the appropriate supervisors and/or heads of departments at both the University and Museums Victoria about their proposed project, and to ensure that they have the time and resources to undertake the project.

Submission:
- All applications must be entered into **Themis Grant Submissions** by the University of Melbourne CI to gain Head of Department/School approval.
  AND
- All project applications must also be submitted by email using the Application Form with attachments. These are to be emailed as a single PDF named in this format: [SURNAME]-McCoy-2020. Applications are to be submitted to: **mccoy-project@unimelb.edu.au**.

Assessment Process
Applications will be short-listed by The McCoy Selection Committee comprising a minimum of three researchers associated with Museums Victoria and the University of Melbourne. The short-list will then be assessed and successful applications will be determined from these, with final joint approval by the PVC (Research Collaborations and Partnerships), University of Melbourne and Director (Research and Collections) at Museums Victoria.
- The McCoy Selection Committee reserves the right both to discuss applications with the relevant Head of Department or Dean, or other senior colleagues of the CI and to seek further information from an applicant prior to making a final decision.
- The McCoy Selection Committee also reserves the right to award grants totalling less than the Scheme's pool, depending on the quality or relevance of the applications received.

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- The McCoy Selection Committee reserves the right to recommend that applications that have overlapping research objectives be combined into a single project.

Conditions of Grant
- The Research Grant Acceptance Form (RGAF) must be signed off by the University of Melbourne CI and their Head of Department/School.
- The CIs must comply with any instructions or conditions in the RGAF relating to approved items of expenditure. This includes entering into a Collaboration Agreement between the University of Melbourne and Museums Victoria, and if required, with external parties involved in the project.
- The CIs will be responsible for all correspondence relating to the project, will liaise with the McCoy Project Steering Committee on administrative matters, and will ensure compliance with reporting requirements.
- The CIs will ensure that research is conducted in accordance with University of Melbourne and Museums Victoria policies, including compliance with the Code of Conduct for Research and policies on human and animal research ethics, health and safety, and intellectual property. The relevant clearances and approvals are required before the project may proceed.
- The CIs are responsible for ensuring that expenditure of grant funds is broadly in accord with the indicative budget submitted in the application, and that expenditure is consistent with the nature and aims of the approved project.
- The CIs will be required to provide a Summary Report of one-page on the outcomes of the project within two months of the completion of the project (i.e. by 1 June 2021).
- Project teams may also be requested to present their work to the McCoy Project Steering Committee or at other McCoy Project, Museums Victoria or University of Melbourne events.
- The McCoy Project reserves the right to desktop publish and print (in limited run) a project Summary Report and to feature the project on the McCoy Project website. The McCoy project will use project information for reporting and promotional purposes.
- Project teams and members will acknowledge the support of the McCoy Project in any publications, presentations or media communications and other promotions relating to the McCoy-funded project.
- The project must be completed by 1 April 2021.

Key Dates
Applications OPEN: November 2019
Applications CLOSE: 6 February 2020
Notification of Outcomes: March 2020

Enquiries & Contact Details

General Enquiries:
Kim Turner, Internal Grants Officer, University of Melbourne
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Tim Stranks, Manager, Research Programs, Museums Victoria
Email: tstranks@museum.vic.gov.au

Further information:
The McCoy Project Website: https://research.unimelb.edu.au/support/funding/internal/mccoy-seed-fund

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