THE UNIVERSITY OF MELBOURNE

2023 Joyce Lambert Antarctic Research Fund

Funding Guidelines

1 INTRODUCTION

1.1 The Joyce Lambert Antarctic Research Fund was established following a bequest to the University of Melbourne from Margaret Joyce Boyd Lambert, for the purpose of Antarctic research.

1.2 The Joyce Lambert Antarctic Research Fund enables University of Melbourne researchers to undertake nationally or internationally collaborative Antarctic research.

1.3 From 2017, funding is to be awarded every two (2) years. The amount of funding awarded during each round will be dependent on the income of the trust capital.

2 OBJECTIVES

The objectives of the Scheme are to:

- Support early career researchers who demonstrate clear evidence of high research potential to progress their research careers;
- Encourage establishment of an early career researcher's research program;
- Provide competitive funding for high quality research projects and pilot research projects;
- Provide early career researchers with experience in preparing a grant application for peer review;
- Build early career researchers' track record in order to enhance competitiveness in bidding for external research funds;
- Provide research funding for projects that are strategically aligned with the University's priorities:
    - *Advancing Melbourne: https://about.unimelb.edu.au/strategy/advancing-melbourne*
    - Research at Melbourne: Ensuring excellence and impact to 2025: https://research.unimelb.edu.au/research-at-melbourne#our-strategy

3 RESEARCH AND ACTIVITIES SUPPORTED

3.1 Funding will only be awarded for research related to the Antarctic.

3.2 Funding will be awarded to research activities which contribute to the excellence and impact of the University's research outputs regarding the Antarctic, through enhancing the University's national or international collaboration on Antarctic issues, above and beyond existing programs.

3.3 The types of programs which may be considered include:

a) Highly innovative small-to-medium scale collaborative research programs that show significant potential for future funding through granting bodies or institutional partnerships.
b) Programs which catalyse the drawing together of University of Melbourne researchers with national and/or international researchers and across disciplines to work collaboratively on problems associated with the Antarctic.
c) Support for research training at the doctoral or postdoctoral level.

3.4 Funded activities should clearly promote the University's goal of being recognised as a globally engaged, comprehensive research-intensive university that is uniquely positioned to respond to major social, economic and environmental challenges as articulated in the Research at Melbourne Strategy.

4 FUNDING

4.1 Seed grants of up to $20,000 will be offered to support high quality Antarctic research programs which leverage national or international research networks and programs and enhance the University's Antarctic research impact.

4.2 Funds may be used to enhance the value of a collaborative research grant proposal to leverage investment from other external funding bodies or partners, provided eligibility criteria are met. In such cases, funding through the Joyce Lambert Antarctic Research Fund is contingent on the success of the external grant.

4.3 Awarded funding may be expended over one to three years.

Academic Divisions that wish to alter the maximum funding amounts may make a case for desired funding allocations and preferred candidates based on their own strategic priorities. Academic Divisions wishing to make a case must do so via their Associate Dean (Research), directly to the Chair of the Central Committee.

4.4 Funding may be used for any purpose deemed necessary to the successful conduct of the research project, excluding those items listed in *Section 4.5* of this document.

4.5 Funding may not be used for the following:

a) Fees for international students or Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities.
b) Staff seeking funding for their own postgraduate studies.
c) Costs not directly related to research or the project.
d) Funds that duplicate or supplement another current internal University grant, external grant or research contract.
e) Salaries for the Chief/Coordinating Investigator or collaborator(s).

5 APPLICANT ELIGIBILITY

5.1 For the purposes of this scheme, the 'Antarctic' is defined as the continent of Antarctica and the ice shelves, waters, and island territories in the Southern Ocean situated south of the Antarctic Convergence.

5.2 Antarctic research may include research related to the physical (including natural or built), socio-economic, legal and cultural (including historical) environs of the Antarctic or research related to activities or issues impacting on the physical (including natural or built), socio-economic, legal and cultural (including historical) environs of the Antarctic. Other research activities that are explicitly related to the Antarctic may also be considered.

5.3 Funding may be awarded across a range of discipline-based research activities as well as interdisciplinary proposals.

5.4 Collaborative or interdisciplinary team applications will be considered favourably. Team applications must nominate a 'Coordinating Investigator'.

5.5 Meritorious applications which also support early (within 5 years of PhD graduation) or mid (within 5-15 years of PhD Graduation) career researchers will be considered favourably.

5.6 Chief or Coordinating Investigators applying for Joyce Lambert Antarctic Research Funding must hold a salaried academic appointment at the University of Melbourne of at least 0.5 FTE (either continuing, or fixed-term for the duration of the grant period). There are no restrictions on other members of the proposed project team, including international team members.

5.7 It is assumed that by applying, all project team members have consulted appropriately with their Heads of Department 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.

6 APPLICATION PROCESS, EVALUATION AND ASSESSMENT

6.1 The application form is located on Research, innovation and Commercialisation's SmartyGrants portal.

6.2 The application form must be completed in English and must comply strictly with the format and submission requirements.

6.3 All parts of the application must be completed or marked as not applicable.

6.4 The application must contain all necessary information for assessment of the proposal without the need for explanation or reference to further documentation or reference to the internet.

6.5 All applications must be endorsed by the Head of Department/School or equivalent via the Themis Submissions Workbench.

6.6 Applications must be submitted via the Themis Grants Submission Workbench by 3pm on Wednesday 13 April 2022.

6.7 Applications will be checked for eligibility by Research, Innovation and Commercialisation before being submitted to the Joyce Lambert Antarctic Research Fund Committee for assessment. Applications will be assessed on a competitive basis in accordance with the selection criteria set out below. The Committee will then submit its recommendations to the Deputy Vice-Chancellor (Research) (DVCR) for approval.

6.8 The Joyce Lambert Antarctic Research Fund Committee consists of the Pro Vice-Chancellor (Research Capability) as Chair, and three current Associate Deans (Research). Membership of the Committee is reviewed by University Council every three (3) years or otherwise as deemed necessary.

6.9 The decisions of the Joyce Lambert Antarctic Research Fund Committee and DVCR are final.

6.10 If the University receives insufficient meritorious applications, the Committee reserves the right not to award the allocated funding; and a subsequent application round will be held.

6.11 Applications will be assessed against the following criteria:

- Potential of the proposed research program to foster collaboration with leading national or international Antarctic researchers with potential to generate new research activity, attract future funding or enhance national or international networks.
- Applicants have appropriate and complementary expertise for the proposed research program. Cross-disciplinary teams and inclusion of early-mid career researchers in proposals will be viewed favorably.
- Feasibility of the research program in delivery anticipated outcomes, including realistic project budget and milestones, commitment of collaborating organizations, securement of additional funding sources (if any).
- Novelty, innovation and/or alignment of the research program with the Grand Challenges set out in the Research at Melbourne Strategy.

7 CONDITIONS OF THE GRANT

7.1 Grant offers must be accepted by the Chief/Coordinating Investigator and their Head of Department by means of a fully signed Research Grant Acceptance Form (RGAF).

7.2 The Chief/Coordinating Investigator is responsible for the project, for its concept, the strategic decisions called for in its pursuit and for the communication of the results.

7.3 The Chief/Coordinating Investigator will be the contact person for all administrative matters to do with the project.

7.4 The Chief/Coordinating Investigator must ensure that the research is conducted in accordance with University policy, including compliance with the Code of Conduct for Research and policies on human research ethics, animal experimentation ethics, requirements of the Office of Gene Technology Regulator, health and safety and intellectual property. No project may proceed unless the appropriate ethical or other required clearances have been obtained.

7.5 Funding is one to three years, commencing 1 January 2023. The period of the grant must be specified by the Chief/Coordinating investigator on the ERF.

7.6 Projects must be complete and funds expended by the end of the nominated grant period.

7.7 Extensions for fund expenditure and completion may be considered under:

- Exceptional Circumstances

A written request for an extension that details the exceptional circumstance(s) must be approved by the Chief/Coordinating Investigator's Head of Department/School or equivalent and submitted to RIC no later than one month prior to the nominated completion date. A pro forma will be provided on the RIC website.

- Parental Leave
  The completion date will be extended by the length of the Parental Leave Taken. Grant holders should advise both their Faculty/Graduate School and RIC when Parental Leave is approved, and submit and extension form, found on the RIC website.

7.8 The Chief/Coordinating Investigator must comply with any instructions and/or conditions in the offer of Grant relating to approved items of expenditure.

7.9 Unless special conditions are set down by the Committee, the grant should be regarded as a 'one-line budget'. The Chief/Coordinating Investigator is responsible for ensuring that the expenditure of the grant is broadly in accord with the budget presented in the application and is consistent at all times with the nature and aims of the specific project approved and the objectives of the Scheme.

7.10 This is an internal grant and is non-transferrable outside of the university. Should the Chief/Coordinating Investigator leave the University, they should contact RIC (res-devschemes@unimelb.edu.au) immediately.

7.11 **The Chief/Coordinating Investigator is required to provide a written report on the outcomes of the project within five months of project completion (unless there has been an approved extension to this date)**. A *pro forma* for the report will be provided on the RIC website.

7.12 **In addition to a final report of project outcomes, the Chief/Coordinating Investigator is required to provide a financial acquittal report.** Any unspent funds remaining at the conclusion of the grant period must be relinquished.

8 KEY DATES AND CONTACT DETAILS

8.1 Key dates:

- Applications open: Friday 25 February 2022
- Applications close: 3pm Wednesday 13 April 2022
- Notification of outcomes: May 2022

8.2 All queries should be directed to res-devschemes@unimelb.edu.au

8.3 Further information can be found on the website.