



## 1 INTRODUCTION

- 1.1 The Joyce Lambert Antarctic Research Fund was established following a bequest in 1984 to the University of Melbourne by Margaret Joyce Boyd Lambert for the purpose of supporting Antarctic research.
- 1.2 The Joyce Lambert Antarctic Research Fund enables researchers at the University of Melbourne to undertake high-quality and collaborative Antarctic research.
- 1.3 From 2017, funding is to be awarded every two years. The amount of funding awarded during each round will be dependent on the income of the trust capital.

## 2 OBJECTIVES

- 2.1 The objectives of the scheme are to:
- Support high-quality and collaborative Antarctic research in any discipline at the University of Melbourne;
  - Encourage the establishment or development of recipients' research program and track record through competitive award of funds for research activities;
  - To support excellence and impact in research in alignment with the priorities of [Advancing Melbourne 2030](#).

## 3 SUPPORTED RESEARCH ACTIVITIES

- 3.1 Funding will only be awarded for research related to the Antarctic. For 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.
- 3.2 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.
- 3.3 Funding may be awarded for discipline-based research activities or interdisciplinary proposals.
- 3.4 The types of programs which may be considered for grants under this scheme include:
- Innovative small-to-medium scale collaborative research programs that show significant potential for future funding through granting bodies or institutional partnerships;
  - Programs which demonstrably connect University of Melbourne researchers with national and/or international researchers and across disciplines to work collaboratively on problems or knowledge associated with the Antarctic; and/or
  - Programs that support research training at the doctoral or postdoctoral level.

## 4 FUNDING AND BUDGET

- 4.1 Grants of up to \$20,000 will be offered to support high-quality Antarctic research programs that meet the selection criteria in this scheme.
- 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.
- 4.3 Awarded funding may be expended up to three years after the grant of funds.
- 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 the research project.
  - d) Funds that duplicate or supplement another current internal University grant, external grant or research contract.
  - e) Salaries for the Chief Investigator(s) or collaborator(s).

## 5 APPLICANT ELIGIBILITY

- 5.1 The coordinating Chief Investigator 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.
- 5.2 All project team members named in the application must have consulted appropriately with their Heads of Department and have the time and basic infrastructure 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 (RIC) [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 Team applications must have a coordinating Chief Investigator who completes and submits the application on behalf of the team.
- 6.5 The application must contain all necessary information for assessment of the proposal without the need for explanation or reference to further documentation or references.
- 6.6 All applications must be endorsed by the Head of Department/School or equivalent via the Themis Submissions Workbench and via [certification form](#) attached to the SmartyGrants application form.

- 6.7 Quoting your Themis Submission number, applications must be submitted via SmartyGrants - by 3pm on Friday 12 April 2024.
- 6.8 Applications will be checked for eligibility by RIC 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.
- 6.9 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 the University Council every three years or otherwise as deemed necessary.
- 6.10 The decisions of the Joyce Lambert Antarctic Research Fund Committee and DVCR are final.
- 6.11 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.
- 6.12 Applications will be assessed against the following criteria:
- Project quality (60%)
    - Important research aims which address a significant gap in knowledge in Antarctic research
    - Feasibility of the project
    - Anticipated outcomes and benefits for Antarctic research and/or Antarctica.
  - Researcher capability and development (40%)
    - Investigator achievements and track record, relative to opportunity
    - Potential of the proposed research project to foster collaboration with Australian or international Antarctic researchers or leverage other research funding opportunities
    - Potential to support the research careers of early- (up to five years post-PhD) to mid- (5-15 years post PhD) career researchers
    - Potential to attract future research funding
    - Strategic alignment with [Advancing Melbourne](#) and School or Faculty research priorities.

## 7 CONDITIONS OF THE GRANT

- 7.1 The coordinating Chief Investigator is responsible for the project, including its concept, the strategic decisions called for in its pursuit, and for the communication of the results.
- 7.2 The coordinating Chief Investigator will be the contact person for all administrative matters to do with the project.
- 7.3 The coordinating Chief Investigator must ensure that the research is conducted following University policy, including compliance with the [Australian Code for the Responsible Conduct of Research](#), the [National Statement on Ethical Conduct in Human Research](#) and University of Melbourne 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.
- 7.4 Funding is for up to three years, commencing 1 January 2025. The period of the grant must be specified by the coordinating Chief investigator on the Research Grant Acceptance Form.
- 7.5 Projects must be complete, and funds expended by the end of the nominated grant period.

- 7.6 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 Coordinating Chief Investigator's Head of Department/School or equivalent and submitted to RIC no later than one month prior to the nominated completion date. The request should be made via a Variation Request form, found [here](#).
  - Parental or other entitlement-based leave
    - The completion date will be extended by the length of the leave taken. Grant holders should advise both their Faculty/School and RIC when leave is approved, and submit an extension request via a Variation Request form, found [here](#).
- 7.7 The coordinating Chief Investigator must comply with any instructions and/or conditions in the offer of grant relating to approved items of expenditure.
- 7.8 Unless special conditions are set down by the Committee, the grant should be regarded as a 'one-line budget'. The coordinating Chief Investigator is responsible for ensuring that the expenditure of the grant is broadly in accord with the budget presented in the application and is always consistent with the nature and aims of the specific project approved and the objectives of the Scheme.
- 7.9 This is an internal grant and is non-transferrable outside of the university. Should the coordinating Chief Investigator leave the University, they should contact RIC ([res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au)) prior to doing so.
- 7.10 The coordinating Chief Investigator is required to provide Final Report and financial acquittal on the outcomes of the project within five months of project completion (unless there has been an approved extension to this date). Any unspent funds remaining at the conclusion of the grant period must be relinquished. The Final Report template is available on the Researcher Development Schemes website.
- 7.11 If the project extends beyond one year, awardees are required to submit annual progress reports (i.e., one report at the end of their first year and one report at the end of their second year). Progress reports should be submitted one month before the anniversary of the project's start date and should demonstrate how awardees are building their research and their broader research linkages across the University and are seeking to secure further research funding to support their longer-term research ambitions.

## 8 KEY DATES AND CONTACT DETAILS

- 8.1 Key dates:
- Applications open: Monday 19 February 2024
  - Applications close: 3pm Friday 12 April 2024
  - Notification of outcomes: July 2024
- 8.2 All queries should be directed to [res-devschemes@unimelb.edu.au](mailto:res-devschemes@unimelb.edu.au)
- 8.3 Further information can be found on the [scheme website](#).