

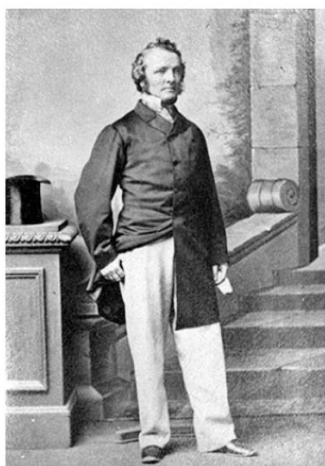


MUSEUMSVICTORIA
RESEARCH INSTITUTE

McCOY PROJECT – SEED FUND GUIDELINES – 2025

Background and Purpose

Museums Victoria (MV) and the University of Melbourne (UoM) have pursued a long-lasting collaboration and association given their shared history as foundation institutions of Melbourne. One of the UoM's first professors, Sir Frederick McCoy, appointed as Professor of Natural Science in 1854, was also appointed as Director of the Museum of Natural and Applied Sciences (the predecessor to Museums Victoria) in 1857, the office he held until his death in 1899. McCoy worked to establish a physical home for the museum collection at the UoM, and in 1864 the National Museum (styled on the Museum of Natural History at Oxford University), was opened on the UoM's Parkville campus. Following McCoy's death, the museum collection was moved to a Russell Street site in the central city, and the vacated building on campus became the Student Union.



Sir Frederick McCoy (left) and the National Museum located at the University of Melbourne (right)

To further enhance research collaborations between staff of MV and the UoM, the two institutions launched the McCoy Project in 2013. A sum of \$100,000 has been allocated each year to support the Seed Fund scheme for projects that achieve this goal, drive greater impact from collaborative research, and produce preliminary outcomes that may inform applications for external, third-party funding.

In 2022, Museums Victoria launched the Museums Victoria Research Institute (MVRI) to reimagine how they undertake research and to further strengthen their multidisciplinary,

collaborative research activities. The Research Institute conducts its research in four multidisciplinary centres of knowledge: Centre for First Peoples' knowledge; Centre for healing country and wellbeing; Centre for discovery and innovation; and, Centre for collection care and preservation.

UoM and MV are pleased to invite applications to the next round of the McCoy Project Seed Fund scheme for projects commencing in 2025. Funds available for each project will be in the order of **\$10,000 to \$20,000** (depending on the scope and level of resourcing required for each proposal), with a total funding envelope of up to \$100,000.

Eligibility

Each project must have Coordinating Investigators (CIs) from UoM and MVRI.

MVRI: Research staff from MVRI can be either continuing or fixed-term with an end date no earlier than 31 January 2026.

UoM: Applicants must hold an appointment at UoM at Academic Level A (6) or higher with a minimum of 0.5 FTE for the duration of the award. Honorary and adjunct academic staff are not eligible to apply.

All applications must be approved and signed off by **both** the Head of Department/School at UoM and the Head of Department at MVRI. Individuals can only be named as a CI on one awarded project per round.

Equality, Diversity and Inclusion (EDI)

Adherence to respective equality, diversity and inclusion (EDI) policies are an important feature of this program to ensure that all participants can do their best work, thrive and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views, knowledge and experiences. Applicants should consider EDI as it applies to gender, indigenous peoples, nationalities, disabilities, and career stages.

Funding

A funding envelope of up to \$100,000 has been allocated to support collaborative research projects. Each project may request up to \$20,000, noting applications with a smaller budget are also encouraged. Projects must be designed to be completed within a 12-month period from the time of the award.

All McCoy Project Seed Funding will be administered through the Department/School of the lead UoM CI. MVRI will invoice UoM for appropriate costs.

McCoy Project Seed Funding cannot be used to supplement an existing UoM or MVRI supported research project regardless of whether it is funded through a previous round of McCoy Project funding or other funding sources.

McCoy Project Seed funding can be used for:

- Employment of fixed-term or casual staff. Note that costing of fixed-term or casual staff employed by the project will be based on the salary scales of the employing entity.
- Costs associated with facilitation workshops or similar events
- Reasonable travel costs (flights and accommodation) as justified
- Purchase of new equipment (hardware, software) and consumables specifically required for the project
- Dissemination of research outputs and public engagement beyond the UoM and MV communities, eg, online, travelling exhibition, and workshops for the general public, including school children.

McCoy Project Seed funding cannot be used for:

- Salary top-ups for existing, continuing or fixed-term UoM or MVRI staff
- Extension of contracts of such staff
- Fees for consultants (other than event facilitators)
- Student scholarship top-ups.

Duration and Funding Limits

Projects should begin following the submission of the Acceptance Form and be completed within 12 months from the time of award. Funds unspent by the end of the funding period must be returned so that unspent balances can be reallocated. Under exceptional circumstances, no-cost extensions will be approved for a maximum period of six months. Applicants seeking an extension must submit a [variation request form](#) at least one month before the end of the grant, along with a revised budget and timeline of activities to [Researcher Development Schemes](mailto:res-devschemes@unimelb.edu.au) (res-devschemes@unimelb.edu.au) for approval prior to the expiry of the grant.

Application Process

One joint application should be submitted via UoM's SmartyGrants platform using the form provided. To submit your application:

- Complete the application form and upload supporting documentation in SmartyGrants. You will be automatically sent a generated PDF of the final application after submission.
- MVRI applicants will need to include a letter of support from the appropriate MVRI Head of Department.

- For UoM applicants, after submitting the application in SmartyGrants, submit the PDF file of the application via the Themis Grants Submission workbench for Head of Department/School approval and email the Themis Submission number to res-devschemes@unimelb.edu.au.

Assessment

- Applications will be assessed by the McCoy Project Seed Grant Selection Committee chaired by the UoM PVC (Research Collaboration) and Director, MVRI, supported by 2-3 representatives for UoM and MVRI.
- Assessment criteria are as follows:
 - 1) Quality of project team – 10%
 - 2) Interdisciplinarity – 20%
 - 3) Project relevance to UoM and MVRI – 20%
 - 4) Project quality – 20%
 - 5) Potential impact of the project, including opportunities for future funding – 30%.
- Priority will be considered for proposals aligning with MVRI and UoM strategies and to applicants who have not previously received funding to foster new collaborations.

Conditions of Grant

- The CIs are responsible for all matters related to the project, including administrative, financial, compliance and reporting obligations, and liaison with the McCoy Project Steering Committee.
- Grant offers must be accepted by the Grant holder and their Head of Department/School by means of a fully completed and signed [Acceptance Form](#).
- All research must be undertaken in accordance with the relevant policies of UoM and MVRI and the Code of Conduct for Research. All necessary clearances and approvals must be obtained before the research project can proceed.
- The CI is responsible for ensuring that the expenditure of funds is broadly consistent with the indicative budget provided in the application.
- If a CI leaves the project, awardees must notify Researcher Development Schemes (res-devschemes@unimelb.edu.au) via a [variation request form](#). All variations to the project grant must be approved in writing.

Reporting requirements

- The CIs must provide a written final report to the UoM PVC (Research Collaboration) and MVRI Director. Final Report and Acquittal Statement forms can be downloaded from the [Researcher Development Schemes](#) webpage. The Final Report and Acquittal Statement must be submitted within two months of project completion.

- Please note that any unspent Seed Fund remaining after the grant period must be relinquished.
- Unsatisfactory final reports will be referred to relevant Heads of Department/School and/or Associate Deans (Research) for comment or follow-up action. Please note that failure to provide this report by the deadline may result in future applications to the UoM's Researcher Development Schemes being ruled ineligible.
- The CIs and project team must acknowledge the support of the McCoy Project Seed Fund in any publications, presentations or media communications arising from the project.

Application timeline

Applications open	11 November 2024
Applications close	10 February 2025 (5pm)
Outcomes announced	March 2025
McCoy Grants commence	March 2025 following the submission of the Acceptance Form
McCoy Grants finish	12-month period from the time of the award

Enquiries and Further Information

The University of Melbourne

For enquiries related to the seed fund and application process:

CRE Research Collaboration

E: cre-researchcollaboration@unimelb.edu.au

For enquiries related to funding acceptance and post-award process:

Researcher Development Schemes

Research, Innovation & Commercialisation

E: res-devschemes@unimelb.edu.au

Museums Victoria Research Institute

Contact:

Timothy Stranks

Manager, Research Program

E: tstranks@museum.vic.gov.au