

SEED FUNDING SCHEME GUIDELINE AND APPLICATION FORM (MAXIMUM FUNDING: \$15,000)

This document must be used when applying for **Internal Seed Funds** for research.

Funding applications will be assessed based on the following criteria:

- 1.1. All funding applications are to be aligned to one or more Fiji National University Research Priority Area/s.
- 1.2. All applications are to be submitted by a **team** comprised of at least 2 or more people from Fiji National University.
- 1.3. Maximum amount of funding should not exceed \$15,000.00.
- 1.4. All applications to include a project plan for completion within **twelve months** of project commencement.
- 1.5. All funding applications to provide clear details of how this project will develop a track record required for further funding from an external source for a larger project including:
 - 1.5.1. A plan for a publication for evidence of knowledge in the area; and
 - 1.5.2. An identified external source for further funding.
- 1.6. A clear justification for each Fiji National University finance approved cost item to be included in the budget section.
- 1.7. All funding applications to clearly indicate the significance of the research and scientific excellence.
- 1.8. All seed funding applications are to be approved by the University Research Committee/a subcommittee of experts in the discipline.
- 1.9. FNU Seed Funding does not support buying of teaching time, and or purchase of laptop/ PC or printing (*since all staff members are provided with a laptop/PC by the University and printing facilities*).
- 1.10. Professors do not qualify for Fiji National University Seed Fund.
- 1.11. Higher Degrees by Research students to apply for Seed Funding jointly with their supervisors to cover the costs of their Higher Degrees by Research data collection (a maximum amount of \$15,000 for PhDs and \$10,000 for Masters by Research).
- 1.12. A signed electronic copy of the application must be submitted as a single PDF document incorporating the Application Form and all attachments to the Manager, Grants, and Ethics, Office of the Pro Vice Chancellor Research.
- 1.13. All researchers must comply with the Fiji National University Research Ethics and Intellectual Property Policy.
- 1.14. Staff must remain affiliated with Fiji National University for the duration of the funding period and graduate researchers must have completed their candidature confirmation to qualify for these funds.

2.0 Research applications will be assessed based on the following criteria:

- 2.1. Originality and creativity.
- 2.2. Value for money – a clearly defined budget with justification aligned to the research design.
- 2.3. Scientific Excellence/Research Design.
- 2.4. Expected contribution to knowledge in the discipline.

SECTION 1: PROJECT TEAM DETAILS
Principal Investigator /Higher Degree by Research Candidate Details:

1.1 Name:				
1.2 College:				
1.3 Employment/Student Number:				
1.4 Position:				
1.5 Department:				
1.6 Email Address:				
1.7 Co – Investigator Details:	Name	College	Employment Number	Email Address
1.7.1 Co – Investigator/s (Internal):				
1.8.2 Co – Investigators/s (External):				
1.9 Higher Degree by Research Candidate’s Senior Supervisor:				
1.10 Please state the roles and responsibilities of each team member. Clearly and precisely include relevant experience of the investigators in the proposed area of research.				

SECTION 2: PREVIOUS INTERNAL AND EXTERNAL GRANT RECEIVED

Year	Title of Project	Project Code	Amount	Status of Project

SECTION 3: PROPOSED PROJECT DETAILS

3.1 Title of Project:			
3.2 Duration of the Project (maximum 12 months):			
Start Date:		End Date:	

SECTION 4: RESEARCH PRIORITY AREA(S) <i>(check relevant box)</i>			
Research Priority Areas			
4.1 Health and Wellbeing			<input type="checkbox"/>
4.2 Agriculture			<input type="checkbox"/>
4.3 Computer Science and Artificial Intelligence			<input type="checkbox"/>
4.4 Science, Engineering and Climate Change			<input type="checkbox"/>
4.5 Education, Social Science, Arts and Humanities			<input type="checkbox"/>
4.6 Business and Economics			<input type="checkbox"/>
SECTION 5: PROJECT PROPOSAL <i>(In no more than five pages of 12-point font text, provide a convincing case for the proposed research project, completing all sections below.)</i>			
5.1 Project Summary: <i>(In 100 to 150 words provide a summary of the project.)</i>			
5.2 Proposed research activities and outcomes (2 pages maximum) provide details of the project using the following headings: 5.2.1 Project scope, research challenge/ problem and nature of innovation 5.2.2 Research framework/design 5.2.3 Key activities and timelines 5.2.4 Expected research results and outcomes			
5.3 National Benefits: <i>(Provide a detailed description in half a page of the specific, immediate and long-term benefits of the outcome of the research)</i>			

5.4 References:

SECTION 6: ETHICS APPROVAL

6.1 Is Ethics approval required for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.2 If yes, have you submitted an application for review to the FNU Ethics Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.3 Describe measures to ensure safe use of any hazardous chemicals or biological materials or radiation sources etc. If applicable:	
6.4 Is there any conflict of interest with the objectives of the project? If yes, please specify? <i>(e.g. affiliation with or financial involvement in, any organisation or entity with a direct interest in the subject matter or materials of researchers, including personal or family relationships)</i>	

SECTION 7: BUDGET

(List each item separately and provide evidence and justification for the cost. Any budget item that is not clearly detailed with justification will be returned for further information. FNU rates to be used for all budget items.)

Overall Budget Summary

Budget	Amount	Justification
7.1 Research Assistants: 7.1.1 Level 7.1.2 Period of Appointment		
7.2 Travel Cost (if required):		

7.3 Other (please specify):		
Total:		
SECTION 8: RISK MANAGEMENT		
<p>8.1 All key project risks including mitigation strategies should be identified as part of risk management:</p> 		
SECTION 9: DECLARATION FROM RESEARCH TEAM		
<p>9.1 In submitting this application, the investigators bear full responsibility for carrying out the activity.</p> <p>9.2 The requested funds do not supplement or duplicate a project activity supported by another current internal/ external grant or research contract.</p> <p>9.3 All project team members have consulted with their supervisors 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.</p>		
Name	Signature	Date
9.4 Principal Investigator(s):		
9.5 Co-Investigator(s):		
9.6 Higher Degree by Research Candidate:		

9.7 Higher Degree by Research Senior Supervisor(s):

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SECTION 10: COLLEGE APPROVAL

10.1 Associate Dean Research Comments:

Name: _____

Signature: _____ **Date:** _____

10.2 College Dean Comments:

Name: _____

Signature: _____ **Date:** _____

FOR OFFICE OF THE PRO VICE CHANCELLOR RESEARCH USE ONLY

Comments:

Name: _____

Signature: _____ **Date:** _____