**INDUSTRY COLLABORATIVE FUNDING SCHEME GUIDELINE AND APPLICATION FORM**

1. FNU Industry Collaborative Research Funds have been developed to enhance external funding and partnership for research with significant impact on one or more FNU research priority areas.
2. The Industry Collaborative Research Funds support a wide range of project types to develop external partnership and collaboration for applied research, innovation, and entrepreneurship.
3. Participation will also provide training and development in building value propositions, pitching skills, business development, research engagement, and research translation.
4. Successful applicants will receive up to $25,000 funding and management support for their projects if an equal amount, or more is secured from the industry (an external collaborative partner).
5. All FNU academic staff are eligible to participate in this scheme of funding. Staff must remain affiliated with FNU for the duration of the fund.
6. A Project Leader will have overall responsibility for delivering the project. This person must be a member of staff and must be able to demonstrate that they have sufficient time capacity to make a sustained commitment to the project. The Project Leader may only apply for one project each year but maybe a team member on other projects.
7. The Project Leader or team members must be willing to attend showcase events and to provide mentoring to other recipients so that the knowledge they gain from participating can be shared across the FNU community.

**Support:**

Up to $25,000 per project.

**Project duration:**

Six to nine months.

**INDUSTRY COLLABORATIVE FUNDING APPLICATION FORM**

**INDUSTRY COLLABORATIVE RESEARCH FUNDS (MAXIMUM $25,000)**

This form must be used when applying for **Industry Collaborative Research Funds**.

1. Funding applications will be assessed based on the following criteria:
	1. All funding applications are to be aligned to one or more Fiji National University Research Priority Area/s.
	2. All applications are to be submitted by a team comprised of at least 2 or more people from Fiji National University.
	3. Maximum amount of funding from Fiji National University will not exceed $25,000.00.
	4. Collaborative research partner (Industry/Government/NGO) to contribute an equal or greater amount than Fiji National University contribution.
	5. All funds from external partner/s (Industry/Government/NGO) to be received by FNU prior to the approval of funds from FNU to a maximum amount of $25,000.
	6. All applications to include a project plan for completion within twelve months of project commencement or within the industry specified time for completion.
	7. All funding applications to provide clear details of how this project will be pilot to a larger project, support innovation, and include a plan for publications arising from this project.
	8. A clear justification for each Fiji National University finance approved cost item to be included in the budget section.
	9. All funding applications to clearly indicate the significance of the research and scientific excellence.
	10. All funding applications are to be approved by the University Research Committee/a subcommittee of experts in the discipline.
	11. Fiji National University Funding does not support buying of teaching time, and or purchase of laptop/PC and printing (since all staff members are provided with a laptop/PC and printing facilities by the University).
	12. Professors are encouraged to lead Industry Collaborative Funded projects and to include an Early Career Researcher.
	13. A signed electronic copy of the application must be submitted as a single PDF document incorporating the application form and all attachments to the Office of the Pro Vice Chancellor Research.
	14. All researchers must comply with the Fiji National University Research Ethics and Intellectual Property Policies.
2. Research application will be assessed based on the following criteria:
	1. The nature of collaboration between Fiji National University and Industry.
	2. Value for money – a well-defined budget with justification and evidence.
	3. Contribution in dollars from Industry.
	4. Scientific excellence.

|  |
| --- |
| **SECTION 1: FIJI NATIONAL UNIVERSITY PROJECT TEAM DETAILS** |
| *Principal Investigator Details:* |
| * 1. **Name:**
 |  |
| * 1. **College:**
 |  |
| * 1. **Employee Number:**
 |  |
| * 1. **Position:**
 |  |
| * 1. **College:**
 |  |
| * 1. **Email Address:**
 |  |
| * 1. **Co - Investigators**
 | **Name** | **College** | **Employment Number** | **Email Address** |
| * + 1. Co – Investigator/s (Internal):
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| * 1. **Please state the roles and responsibilities of each team member. Clearly and precisely include relevant experience of the investigators in the proposed area:**
 |
| **SECTION 2: PREVIOUS INTERNAL AND EXTERNAL GRANTS RECEIVED**  |
| **Year** | **Title of Project** | **Project Code** | **Amount** | **Current Status of Project** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SECTION 3: INDUSTRY PARTNER DETAILS** |
| * 1. **Organisation Name:**
 |  |
| * 1. **Contact Person:**
 |  |
| * 1. **Position:**
 |  |
| * 1. **Telephone:**
 |  |
| * 1. **Email Address:**
 |  |
| * 1. **Industry Contribution:**
 |  |
| *Project Leader from Industry:* |
| * 1. **Name:**
 |  |
| * 1. **Designation:**
 |  |
| * 1. **Phone Contact:**
 |  |
| * 1. **Email Address:**
 |  |
| * 1. **Clearly state the role of the industry partner/s in this project:**
 |
| **SECTION 4: PROPOSED PROJECT DETAILS** |
| * 1. **Title of Project :**
 |
| * 1. **Duration of the Project** *(maximum 12 months/or industry specified time)***:**
 |
| **Start Date** |  | **End Date** |  |
| **SECTION 5: RESEARCH PRIORITY AREA(S)***(Check relevant boxes)* |
| **Research Priority Areas** |
| * 1. **Health and Wellbeing**
 | **☐** |
| * 1. **Agriculture**
 | **☐** |
| * 1. **Computer Science and Artificial Intelligence**
 | **☐** |
| * 1. **Science, Engineering and Climate Change**
 | **☐** |
| * 1. **Education, Social Science, Arts and Humanities**
 | **☐** |
| * 1. **Business and Economics**
 | **☐** |
| **SECTION 6: PROJECT PROPOSAL** *(In no more than five pages of the 12-point font text, provide a convincing case for the proposed research project, completing all sections below)* |
| * 1. **Project Summary:**

*(In 100 to 150 words provide a summary of the project.)* |
| * 1. **Proposed research activities and outcomes (2 pages maximum) provide details of the project using the following headings:**
		1. Project scope, research challenge/ problem, and nature of innovation
		2. Research framework/design
		3. Key activities and timelines
		4. Expected research results and outcomes
 |
| * 1. **National Benefits:** *(Provide a detailed description in half a page of the specific immediate and long term benefits of the outcome of the research)*
 |
| * 1. **References:**
 |
| **SECTION 7: ETHICS APPROVAL**  |
| * 1. **Is Ethics approval required for this project?**
 | [ ]  **Yes** [ ]  **No** |
| * 1. **If yes, have you submitted an application for review to the Fiji National University Ethics Committee?**
 | [ ]  **Yes** [ ]  **No** |
| * 1. **Describe measures to ensure the safe use of any hazardous chemicals or biological materials or radiation sources etc.** *(If applicable)*
 |
| * 1. **Is there any conflict of interest with the objectives of the project? If yes, please specify?**

(*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)*  |
| **SECTION 8: BUDGET** *(List each budget item separately and provide justification and evidence. Any budget item that is not clearly detailed with justification will be returned for further information. All budget items are to use Fiji National University Financial Policy)* |
| **Overall Budget Summary** |
| **Budget** | **Amount** | **Justification** |
| * 1. **Research Assistants:**
		1. Level
		2. Period of Appointment
 |  |  |
| * 1. **Travel Cost** *(if required)***:**
 |  |  |
| * 1. **Other** *(please specify)***:**
 |  |  |
| * 1. **Industry Contribution:**
 |  |  |
| **Total:** |  |  |
| **SECTION 9: RISK MANAGEMENT**  |
| * 1. **All key project risks including mitigation strategies should be identified as part of risk management:**
 |
| **SECTION 10: DECLARATION FROM RESEARCH TEAM** |
| * 1. **In submitting this application, the investigators bear full responsibility for carrying out the activity.**
	2. **The requested funds do not supplement or duplicate a project activity supported by another current internal/ external grant or research contract.**
	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.**
 |
| **Name** | **Signature** | **Date** |
| * 1. **Principal Investigator(s):**
 |
|  |  |  |
| * 1. **Co-Investigator(s):**
 |
|  |  |  |
| * 1. **Industry Partner(s):**
 |
|  |  |  |
| **SECTION 11: COLLEGE APPROVAL** |
| * 1. **Associate Dean Research Comments:**
 |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| * 1. **College Dean Comments:**
 |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **SECTION 12: INDUSTRY APPROVAL** |
| * 1. **Industry Comments:**
 |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **FOR OFFICE OF THE PRO VICE CHANCELLOR RESAERCH USE ONLY** |
| **Comments:** |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |