

FNU RESEARCH FUNDING SCHEMES GUIDELINE

Prepared by: Research Office

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1.0 Research Support at FNU

As the national University, Fiji National University (FNU) is committed to continuously carrying out research to address national needs and identify innovative means for national development, also ensuring that this research will be of global relevance and significance. Accordingly, this will enhance FNU's position in the international arena. Furthermore, with FNU firmly committed to sustainability through the FNU 2021-2026 Strategic Plan together with the FNU 2021-2026 Sustainability Plan that is nestled around the Strategic Plan, FNU is using its internal grants to target research and development that is aligned to the United Nations Sustainable Development Goals (UN SDGs).

2.0 Funding support for Research

2.1 Seed Funding Scheme (FJD 15,000)

A seed funding scheme of FJD 15,000 maximum for the duration of twelve months, providing preliminary funding for projects aligned to the University research priority areas, for developing a track record for a larger external fund.

To be applied for by using the ***Seed Funding Scheme Application Form***.

Higher Degrees by Research students to apply for Seed Funding jointly with their supervisors to cover the costs of their Higher Degrees by Research projects (a maximum amount of \$15,000 for PhDs and \$10,000 for Masters by Research).

Funding applications will be assessed based on the following criteria:

- a. All funding applications are to be aligned to one or more of the FNU Research Priority Area/s.
- b. All applications are to be submitted by a team comprised of at least two or more people from FNU.
- c. The maximum amount of funding should not exceed \$15,000.
- d. All applications to include a project plan for completion within twelve months of project commencement.
- e. All funding applications to provide clear details of how this project will develop a track record required for further funding from an external source, including:
 - i. A plan for publication or other evidence of impact (for example, on policy or professional practice) in the area; and
 - ii. An identified external source for further funding.
- f. A clear justification for each FNU finance approved cost item to be included in the budget section of the proposal.
- g. Where applicable, a maximum of \$50 reimbursement per research participant could be applied for to cover the expenses incurred.
- h. All funding applications to clearly indicate the significance of the research and its impact (academic, societal or economic).
- i. Preference may be shown to projects involving bilateral and multilateral collaborators to encourage, recognise and reward multi-institutional

partnerships.

- j. All Seed Funding applications are to be approved by the University Research Committee.
- k. FNU Seed Funding does not support buying of teaching time and/ or laptop/PC (since all staff members are provided with a laptop/PC by the University).
- l. members are provided with a laptop/PC by the University).
- m. Professors do not qualify for FNU Seed Fund as principal investigators. They can apply as co-investigators and/or as HDR supervisors jointly with the student. A signed electronic copy of the application must be submitted as a single PDF document incorporating the Application Form and all attachments to the Research Office.
- r. Any research requiring ethics clearance for undertaking this research must have approval from the relevant University Research Ethics Committee.
- s. All researchers must comply with the Authorship Policy; Research Data Management Policy and Procedure for Staff, Adjuncts, HDR Candidates, and Visitors; Research Integrity Policy; Intellectual Property and Research Commercialisation Policy; Hazardous Material Management Policy; and Human Research Ethics Policy and/or Constitution of the Animal Research Ethics Committee.
- t. Staff must remain affiliated with FNU for the duration of the funding period, and graduate researchers must have completed their candidature confirmation to qualify for these funds.

Research applications will be assessed based on the following criteria:

- a. Originality and creativity.
- b. Value for money.
- c. Research Design.
- d. Expected impact.

2.2 Industry Collaborative Funding Scheme (FJD 25,000)

FJD 25,000 maximum with a matching amount or greater (in-cash or in-kind) from the bilateral and multilateral partners (Industry/Government/NGO/Universities) to encourage, recognise and reward multi-institutional partnerships.

To be applied for by using the *Industry Collaborative Funding Application Form*.

FNU Industry Collaborative Research Funds have been developed to enhance bilateral and multilateral partnerships for research with significant impact on an area relevant to Fiji and/or the wider region and to encourage, recognise and reward multi-institutional partnerships.

The Industry Collaborative Research Funds support a wide range of project types to develop external partnerships and collaboration for applied research, innovation and entrepreneurship, knowledge exchange and translation.

Participation will also provide training and development in building value propositions, pitching skills, business development, research engagement and research translation.

Successful applicants will receive up to \$25,000 in funding and management support for their projects if an equal amount or more (in-cash or in-kind) is secured from the bilateral and multilateral partner (Industry/Government/NGO/Universities).

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.

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 can only apply for one project each year but can be a team member on other projects.

The Project Leader or team members must be willing to attend showcase events and provide mentoring to other recipients to share the knowledge they gain from participating that can be shared across the FNU community.

Support: Up to \$25,000 per project.

Project duration: Twelve Months.

Funding applications will be assessed based on the following criteria:

- a. All funding applications are to be aligned to one or more of the FNU Research Priority Area/s.
- b. All applications are to be submitted by a team comprised of at least two or more people from FNU.
- c. The maximum amount of funding from FNU will not exceed \$25,000.00.
- d. Collaborative bilateral and multilateral partners (Industry/Government/NGO/University) to contribute an equal or greater amount (in-cash or in-kind) than FNU contribution.
- e. All funds from bilateral and multilateral partners (Industry/Government/NGO/Universities) and/or written confirmation of in-kind support to be received by FNU prior to the approval of funds from FNU to a maximum amount of \$25,000.
- f. All applications to include a project plan for completion within twelve months of project commencement.
- g. All funding applications to provide clear details of how this project will support innovation and include a plan for translation and knowledge exchange arising from this project.
- h. A clear justification for each FNU finance approved cost item to be included in the budget section.
- i. All funding applications to clearly indicate the significance of the research and its expected impact.
- j. All funding applications are to be approved by the University Research Committee.
- k. FNU Funding does not support buying of teaching time and/ or laptop/PC (since all staff members are provided with a laptop/PC by the University).

- l. Professors are encouraged to lead Industry Collaborative Funded projects and to include an Early Career Researcher.
- m. A signed electronic copy of the application must be submitted as a single PDF document incorporating the Application Form and all attachments to the Research Office.
- n. Any research requiring ethics clearance must have approval from the relevant University Research Ethics Committee.
- o. All researchers must comply with the Authorship Policy; Research Data Management Policy and Procedure for Staff, Adjuncts, HDR Candidates, and Visitors; Research Integrity Policy; Intellectual Property and Research Commercialisation Policy; Hazardous Material Management Policy; Human Research Ethics Policy and/or Constitution of the Animal Research Ethics Committee.
- p. Research application will be assessed based on the following criteria:
- i. The nature of collaboration between FNU and Industry.
 - ii. Value for money.
 - iii. Contribution (in-cash or in-kind) from Industry.
 - iv. Expected impact.

2.3 International Visiting Fellowship Scheme (FJD 10,000)

FJD 10,000 maximum to bring in distinguished scholars and leaders to the University. To be applied for using the *International Visiting Fellowship Scheme* Application Form. The International Research Exchange Fellowship is a scheme introduced to support international researchers to visit FNU and undertake a period of research activity at FNU and support FNU researchers in one or more research activities.

The maximum grant sought is not to exceed \$10,000, and it should be noted that only applications requesting funding for bilateral exchanges will be considered.

This grant is to be used principally to cover the cost of travel, accommodation, and per diem or honorarium. Any use of the grant outside of these areas may only be done with prior consultation and approval. Funding for seminars, lectures, and other activities carried out by international researchers may be funded by the College, school and research centre/group directly or by utilising additional external funding obtained through Government or industry sponsorship, or grant from another Trust or Foundation, or by the international host organisation. All applicants should ensure that they have developed accurate costing for all proposed activities.

To be eligible to apply for an International Research Exchange Fellowship, applicants must be a member of FNU's academic staff and hold a continuing or fixed-term appointment for the duration of the Fellowship programme.

In the case of an international researcher/Fellow coming to FNU, the applicant must demonstrate an established research connection between the international researcher and FNU. Similarly, an FNU academic proposing to travel overseas must demonstrate an established research connection with an overseas

institution. The researcher traveling to/from FNU should have a strong publication and grant record for the last 3 – 5 years.

At the closing date for applications (to be announced), applicants must not have any overdue progress and/or final reports for external or internal research grant funding. Applications that do not meet this criterion will be ruled ineligible.

Preference will be given to applications where evidence of matching external funding has been secured. Where the cost of the exchange exceeds \$10,000, it is expected that applicants will source the balance of funds through other channels, including a research grant, the applicant's School or College, the incentives achieved by the applicant and the International Fellow's institution.

Proposed Fellows are generally expected to be of the highest calibre in their field and have an international standing. Preference will be given to propose Fellows whose research aligns with FNU's research priority areas. Applicants are strongly encouraged to develop their applications in consultation with their Deans and Associate Deans Research.

Successful Fellows who will be visiting FNU will be required to:

- a. deliver a lecture or seminar (of interest and open) to the wider community that could attract publicity;
- b. run a workshop for:
 - i. publications in tier one journals; and/or
 - ii. future collaborative research activities between the Fellow's Institute and FNU.

2.4 Research Preparatory Funding Scheme (FJD1000 for normal circumstances or FJD5,000-15,000 in exceptional circumstances.)

For the purchase of research materials, such as journals and books not freely available online or supported by the Library for the purpose of writing funding application.

In exceptional circumstances where the applicant is in pursuit of a major donor/sponsor grant opportunity requiring assistance such as a consultant grant writer, or is developing a strategic research partnership with an external organization, or any initiative that is of strategic importance to the University, consideration will be given for research preparatory funding in the range of FJD5, 000-15,000.

For the hiring of Research Assistants, to help with the preparation of the proposal, especially the compilation of literature review.

To be applied for by using the *Research Preparatory Funding Application Form*.

3.0 Approval Agency

FNU Senate

4.0 Revision Log

This table will be used to insert the dates of the different versions made on the guideline.

Version	Date of Approval	Comment
1.0	21 January 2020	Approved by the FNU Senate
2.0	2 March 2021	Approved by the FNU Senate

5.0 Sponsor

Research Office

6.0 Contact Person

The following person may be contacted in relation to this guideline:

Office Administrator

Research Office

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