**SEED FUNDING SCHEME GUIDELINE AND APPLICATION FORM**

**(MAXIMUM FUNDING: $15,000)**

1. 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.
2. To be applied for by using the Seed Funding Scheme Application Form.
3. The Higher Degrees by Research students should 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).

**Support:**

Up to $15,000 per project (Masters by Research up to $10,000)

**Project duration:**

Twelve months.

Funding applications will be assessed based on the following criteria:

1. All funding applications must be aligned to one or more of the FNU Research Priority Area/s.
2. All applications must be submitted by a team comprised of at least two or more people from FNU.
3. The maximum amount of funding should not exceed $15,000.
4. All applications to include a project plan for completion within twelve months of project commencement.
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, including:
   1. A plan for publication or other evidence of impact (for example, on policy or professional practice) in the area; and
   2. An identified external source for further funding.
6. A clear justification for each FNU finance approved cost item to be included in the budget section of the proposal.
7. Where applicable, a maximum of $50 reimbursement per research participant could be applied to cover the expenses incurred.
8. All funding applications to clearly indicate the significance of the research and its impact (academic, societal, or economic).
9. Preference may be shown to projects involving bilateral and multilateral collaborators to encourage, recognise and reward multi-institutional partnerships.
10. All Seed Funding applications are to be approved by the University Research Committee.
11. 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).
12. 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.
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 Research Office.
14. Any research requiring ethics clearance for undertaking this research must have approval from the relevant University Research Ethics Committee.
15. 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.
16. 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:

1. Originality and creativity.
2. Value for money.
3. Research Design.
4. Expected impact.

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| **SECTION 1: PROJECT TEAM DETAILS** | | | | | | | | | | | | | | |
| *Principal Investigator /Higher Degree by Research Candidate Details:* | | | | | | | | | | | | | | |
| * 1. **Name:** | |  | | | | | | | | | | | | |
| * 1. **College:** | |  | | | | | | | | | | | | |
| * 1. **Employment/ Student Number:** | |  | | | | | | | | | | | | |
| * 1. **Position:** | |  | | | | | | | | | | | | |
| * 1. **Department:** | |  | | | | | | | | | | | | |
| * 1. **Email Address:** | |  | | | | | | | | | | | | |
| * 1. **Co-Investigator Details:** | | **Name** | | | | **College** | | **Employment Number** | | **Email Address** | | | | |
| * + 1. **Co – Investigator/s (Internal):** | |  | | | |  | |  | |  | | | | |
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| * + 1. **Co – Investigators/s (External):** | |  | | | |  | |  | |  | | | | |
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| * 1. **Higher Degree by Research Candidate’s Senior Supervisor:** | |  | | | |  | |  | |  | | | | |
| * 1. **Please state the roles and responsibilities of each team member. Clearly and precisely include the relevant experience of the investigators in the proposed area of research.** | | | | | | | | | | | | | | |
| **SECTION 2: PREVIOUS INTERNAL AND EXTERNAL GRANT(S) RECEIVED** | | | | | | | | | | | | | | |
| **Year** | **Title of Project** | | | | **Project Code** | | | | **Amount** | | | **Status of Project** | | |
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| **SECTION 3: PROPOSED PROJECT DETAILS** | | | | | | | | | | | | | | |
| * 1. **Title of Project:** | | | | | | | | | | | | | | |
| * 1. **Duration of the Project** *(maximum 12 months)***:** | | | | | | | | | | | | | | |
| **Start Date:** | | |  | | | | **End Date:** | | | | |  | | |
| **SECTION 4: RESEARCH PRIORITY AREA(S)**  *(check relevant box)* | | | | | | | | | | | | | | |
| **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 5: UN SUSTAINABLE DEVELOPMENT GOALS**  *(check relevant box)* | | | | | | | | | | | | | |  | |
| **SDG 1: No Poverty** | | | | | | | | | | | | | | **☐** | |
| **SDG 2: Zero Hunger** | | | | | | | | | | | | | | **☐** | |
| **SDG 3: Good Health and Well-Being** | | | | | | | | | | | | | | **☐** | |
| **SDG 4: Quality Education** | | | | | | | | | | | | | | **☐** | |
| **SDG 5: Gender Equality** | | | | | | | | | | | | | | **☐** | |
| **SDG 6: Clean Water and Sanitation** | | | | | | | | | | | | | | **☐** | |
| **SDG 7: Affordable and Clean Energy** | | | | | | | | | | | | | | **☐** | |
| **SDG 8: Decent Work and Economic Growth** | | | | | | | | | | | | | | **☐** | |
| **SDG 9: Industry, Innovation & Infrastructure** | | | | | | | | | | | | | | **☐** | |
| **SDG 10: Reduced Inequalities** | | | | | | | | | | | | | | **☐** | |
| **SDG 11: Sustainable cities and communities** | | | | | | | | | | | | | | **☐** | |
| **SDG 12: Responsible Consumption and Production** | | | | | | | | | | | | | | **☐** | |
| **SDG 13: Climate action** | | | | | | | | | | | | | | **☐** | |
| **SDG 14: Life Below Water** | | | | | | | | | | | | | | **☐** | |
| **SDG 15: Life on Land** | | | | | | | | | | | | | | **☐** | |
| **SDG 16: Peace, Justice and Strong Institutions** | | | | | | | | | | | | | | **☐** | |
| **SDG 17: Partnerships for the Goals** | | | | | | | | | | | | | | **☐** | |
| **SECTION 6: PROJECT PROPOSAL**  *(In no more than five pages of 12-point font text, provide a convincing case for the proposed research project, completing all sections below.)* | | | | | | | | | | | | | | |
| **6.1 Project Summary:**  *(In 100 to 150 words, provide a summary of the project.)* | | | | | | | | | | | | | | |
| **6.2 Proposed research activities and outcomes (2 pages maximum) provide details of the project using the following headings:**  6.2.1 Project scope, research challenge/ problem, and nature of innovation  6.2.2 Research framework/design  6.2.3 Key activities and timelines  6.2.4 Expected research results and outcomes | | | | | | | | | | | | | | |
| **6.3 National Benefits:**  *(Provide a detailed description in half a page of the specific, immediate and long-term benefits of the outcome of the research*) | | | | | | | | | | | | | | |
| **6.4 References:** | | | | | | | | | | | | | | |
| **SECTION 7: ETHICS APPROVAL** | | | | | | | | | | | | | | |
| **7.1 Is Ethics approval required for this project?** | | | | | | | | | | | | | **☐ Yes ☐No** | |
| **7.2 If yes, have you submitted an application for review to the FNU Ethics Committee?** | | | | | | | | | | | | | **☐ Yes ☐No** | |
| **7.3 Describe measures to ensure safe use of any hazardous chemicals or biological materials or radiation sources etc. If applicable:** | | | | | | | | | | | | | | |
| **7.4 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 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** | | | |
| **8.1 Research Personnel:**   * + 1. Level     2. Period of Appointment | | | |  | | | | | | |  | | | |
| **8.2 Travel Cost** *(if required)***:** | | | |  | | | | | | |  | | | |
| **8.3 Other** *(please specify)***:** | | | |  | | | | | | |  | | | |
| **Total:** | | | |  | | | | | | |  | | | |
| **SECTION 9: RISK MANAGEMENT** | | | | | | | | | | | | | | |
| **9.1 All key project risks, including mitigation strategies, should be identified as part of risk management:** | | | | | | | | | | | | | | |
| **SECTION 10: DECLARATION FROM RESEARCH TEAM** | | | | | | | | | | | | | | |
| **10.1 In submitting this application, the investigators bear full responsibility for carrying out the activity.**  **10.2 The requested funds do not supplement or duplicate a project activity supported by another current internal/ external grant or research contract.**  **10.3 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** | | |
| **10.4 Principal Investigator(s):** | | | | | | | | | | | | | | |
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| **10.5 Co-Investigator(s):** | | | | | | | | | | | | | | |
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| **10.6 Higher Degree by Research Candidate:** | | | | | | | | | | | | | | |
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| **10.7 Higher Degree by Research Senior Supervisor(s):** | | | | | | | | | | | | | | |
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| **SECTION 11: COLLEGE APPROVAL** | | | | | | | | | | | | | | |
| **11.1 Associate Dean Research (ADR) Comments:** | | | | | | | | | | | | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |
| **11.2 College Dean Comments:** | | | | | | | | | | | | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |
| **FOR RESEARCH OFFICE USE ONLY** | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | | | | | | | | |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |