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

**(MAXIMUM $25,000)**

1. 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.
2. FNU Industry Collaborative Research Funds have been developed to enhance industry partnerships for research with significant impact on an area relevant to Fiji and/or the wider region.
3. 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.
4. Participation will also provide training and development in building value propositions, pitching skills, business development, research engagement and research translation.
5. Successful applicants will receive up to $25,000 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 partners (Industry/Government/NGO/Universities).
6. 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.
7. 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.
8. 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:

* 1. All funding applications are to be aligned to one or more of the FNU Research Priority Area/s.
  2. All applications are to be submitted by a team comprised of at least two or more people from FNU.
  3. The maximum amount of funding from FNU will not exceed $25,000.00.
  4. Collaborative bilateral and multilateral partners (Industry/Government/NGO/University) to contribute an equal or greater amount (in-cash or in-kind) than FNU contribution.
  5. 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.
  6. All applications to include a project plan for completion within twelve months of project commencement.
  7. 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.
  8. A clear justification for each FNU finance approved cost item to be included in the budget section.
  9. All funding applications to clearly indicate the significance of the research and its expected impact.
  10. All funding applications are to be approved by the University Research Committee.
  11. 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).
  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 Research Office.
  14. Any research requiring ethics clearance 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; Human Research Ethics Policy and/or Constitution of the Animal Research Ethics Committee.

**Research application will be assessed based on the following criteria:**

* 1. The nature of collaboration between FNU and Industry.
  2. Value for money.
  3. Contribution (in-cash or in-kind) from Industry.
  4. Expected impact.

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| **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):** | | |  | | |  | | |  | | | | | |  | |
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| * 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** | | | | |
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| **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)* | | | | | | | | | | | | | | | | |
| * 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: 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 7: 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)* | | | | | | | | | | | | | | | | |
| **7.1 Project Summary:**  *(In 100 to 150 words provide a summary of the project.)* | | | | | | | | | | | | | | | | |
| **7.2 Proposed research activities and outcomes (2 pages maximum) provide details of the project using the following headings:**  **7.2.1** Project scope, research challenge/ problem and nature of innovation  **7.2.2** Research framework/design  **7.2.3** Key activities and timelines  **7.2.4** Expected research results and outcomes | | | | | | | | | | | | | | | | |
| **7.3 National Benefits:** *(Provide a detailed description in half a page of the specific immediate and long term benefits of the outcome of the research)* | | | | | | | | | | | | | | | | |
| **7.4 References:** | | | | | | | | | | | | | | | | |
| **SECTION 8: ETHICS APPROVAL** | | | | | | | | | | | | | | | | |
| **8.1 Is Ethics approval required for this project?** | | | | | | | | | | | | | | **Yes  No** | | |
| * 1. **(a) If yes, have you submitted an application for review to the Fiji National University Ethics Committee?**   **(b) Have you received the Ethics Approval?** | | | | | | | | | | | | | | **Yes  No**  **Yes  No** | | |
| **8.3 Describe measures to ensure the safe use of any hazardous chemicals or biological materials or radiation sources etc.** *(If applicable)* | | | | | | | | | | | | | | | | |
| **8.4 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 9: 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** | | | | **Cash/In-Kind** | | | | | | **Justification** | | | | | | |
| **9.1 Industry Contribution *(****please specify)****:*** | | | |  | | | | | |  | | | | | | |
| **Budget Request** | | | | **Amount** | | | | | | **Justification** | | | | | | |
| **9.2 Research Personnel:**  **9.1.1** Level  **9.1.2** Period of Appointment | | | |  | | | | | |  | | | | | | |
| **9.3 Travel Cost** *(if required)***:** | | | |  | | | | | |  | | | | | | |
| **9.4 Other** *(please specify)***:** | | | |  | | | | | |  | | | | | | |
| **Total:** | | | |  | | | | | |  | | | | | | |
| **SECTION 10: RISK MANAGEMENT** | | | | | | | | | | | | | | | | |
| **10.1 All key project risks including mitigation strategies should be identified as part of risk management:** | | | | | | | | | | | | | | | | |
| **SECTION 11: DECLARATION FROM RESEARCH TEAM** | | | | | | | | | | | | | | | | |
| **11.1 In submitting this application, the investigators bear full responsibility for carrying out**  **the activity.**  **11.2 The requested funds do not supplement or duplicate a project activity supported by**  **another current internal/ external grant or research contract.**  **11.3 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** | | | | | |
| **11.4 Principal Investigator(s):** | | | | | | | | | | | | | | | | |
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| **11.5 Co-Investigator(s):** | | | | | | | | | | | | | | | | |
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| **11.6 Industry Partner(s):** | | | | | | | | | | | | | | | | |
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| **SECTION 12: COLLEGE APPROVAL** | | | | | | | | | | | | | | | | |
| **12.1 Associate Dean Research (ADR) Comments:** | | | | | | | | | | | | | | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | |
| **12.2 College Dean Comments:** | | | | | | | | | | | | | | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | |
| **SECTION 13: INDUSTRY APPROVAL** | | | | | | | | | | | | | | | | |
| **13.1 Industry Partner(s) Comments:** | | | | | | | | | | | | | | | | |
| **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_** | | | | | | | | | | | | | | | | |
| **FOR RESEARCH OFFICE USE ONLY** | | | | | | | | | | | | | | | | |
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