**SEED FUNDING SCHEME GUIDELINE AND APPLICATION FORM**

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

1. The Seed Funding Scheme has been developed to provide preliminary funding for projects aligned to the FNU’s research priority areas.
2. The project should be used as a stepping-stone for a larger project that could attract more external funding.
3. The Seed Funding Scheme contributes a maximum of FJD 15,000, with project duration of 12 months.
4. The Seed Funding Scheme can also support graduate student research, but seed grants are not designated for training - the key funding criterion is the quality of the proposal.

**FUNDING CRITERIA**

The Seed Funding Scheme applications will be assessed based on the following criteria:

1. All 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 staff from FNU.
3. The maximum amount of funding should not exceed FJD15,000.
4. All applications must include a project plan that outlines the project timelines from the commencement of the project to its completion
5. All applications must 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. All applications must provide clear justification for each cost item listed in the budget section of the proposal.
7. Where applicable, a reasonable amount can be applied for reimbursement per research participant to cover the expenses incurred and must take into account the approved grant.
8. All funding applications must clearly indicate the significance of the research and its impact (academic, societal, or economic).
9. Preference may be given to projects involving bilateral and multilateral collaborators to encourage, recognise and reward multi-institutional partnerships.
10. All Seed Funding Scheme applications are to be approved by the University Research Committee.
11. The Seed Funding Scheme does not support the buying of teaching time or major equipment, including laptop/ desktop computers.
12. Professors are not eligible to apply as principal investigators for the Seed Funding Scheme. However, they may be included as co-investigators and/or collaborate with early/mid-career researchers and graduate students as supervisors.
13. Graduate students’ supervisors can apply for the Seed Funding Scheme to support the graduate students’ research; however, applications are considered mainly on the basis of proposal quality.
14. A signed electronic copy of the application must be submitted to the Research Office as a single PDF document, incorporating the Application Form and all attachments.
15. For projects requiring ethics approval, this approval must be received from the relevant FNU ethics committee before funds are released.
16. All researchers must comply with all relevant policies and standard operating procedures (SOPs), including but not limited to the Authorship Policy; FNU Research Data Management Policy & Procedure for Staff, Adjuncts, HDR Candidates and Visitors; Research Integrity Policy; Intellectual Property and Research Commercialisation Policy; Hazardous Material Management Policy for Researchers, and the relevant research ethics policies.
17. Staff must remain affiliated with FNU for the duration of the Seed Funding Scheme, and graduate student researchers must complete their candidature confirmation before they can be included as academic team members.

**ASSESSMENT CRITERIA**

The Seed Funding Scheme applications will be assessed based on the following criteria:

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

**SECTION 1: PROPOSED PROJECT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **Project Title:** | Click here to enter text. | | |
| * 1. **Duration of the Project** *(maximum 12 months)***:** | Click here to enter text. | | |
| * 1. **Start Date:** | Click here to enter a date. | **End Date:** | Click here to enter a date. |

**SECTION 2: PROJECT TEAM DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **Principal Investigator:** | **NAME** | **COLLEGE** | **Department** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **FNU STAFF/STUDENT ID** | **PHONE CONTACT** | **EMAIL ADDRESS** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **Co-Investigator(s) -Internal** | | | |
| **Full Name:** | Click here to enter text. | **Staff ID:** | Click here to enter text. |
| **Position:** | Click here to enter text. | **Student ID:** | Click here to enter text. |
| **College:** | Click here to enter text. | **Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. | | |
| * 1. **Co-Investigator(s) - External** | | | |
| **Full Name:** | Click here to enter text. | **Staff ID:** | Click here to enter text. |
| **Position:** | Click here to enter text. | **Student ID:** | Click here to enter text. |
| **College:** | Click here to enter text. | **Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. | | |
| * 1. **Graduate Student** | | | |
| **Full Name:** | Click here to enter text. | **Student ID:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **College:** | Click here to enter text. | **Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. | | |

|  |  |
| --- | --- |
| * 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.** | Click here to enter text. |

**SECTION 3 : PREVIOUS INTERNAL & EXTERNAL GRANTS RECEIVED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.1 Year** | **3.2 Title of Project** | **3.3 Project Code** | **3.4 Amount** | **3.5 Status of Project** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Completed  In progress |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Completed  In progress |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Completed  In progress |
| ***3.6 Please indicate briefly the percentage of work that has been completed up to the current point, highlighting significant milestones that have been achieved and the availability of human resources (students, research assistants, etc) to start a new project:*** | | | | |

**SECTION 4 : RESEARCH PRIORITY AREAS (*Please tick the relevant boxes)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.1 UN Sustainable Development Goals.**  ***.*** | No.1  No Poverty | No.2  Zero Hunger | No.3  Good Health and Well-being | No.4  Quality Education |
| No.5  Gender Equality | No.6  Clean Water and Sanitation | No.7  Affordable and Clean Energy | No.8  Decent Work and  Economic Growth |
| No.9 Industry, Innovation and Infrastructure | No.10  Reduced Inequality | No.11  Sustainable Cities and Communities | No.12  Responsible Consumption and Production |
| No.13 Climate Action | No.14  Life Below Water | No.15  Life on Land | No.16  Peace, Justice and  Strong Institutions | No.17  Partnerships for the goals |

**SECTION 5: 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.)* | |
| * 1. **Project Summary:***(In 100 to 150 words, provide a summary of the project.)* | Click here to enter text. |
| * 1. **Proposed research activities and outcomes (2 pages maximum) provide details of the project using the following headings:** | Click here to enter text. |
| * 1. **Project scope, research challenge/ problem, and nature of innovation.** | Click here to enter text. |
| * 1. **Research framework/design.** | Click here to enter text. |
| * 1. **Key activities and timelines.** | Click here to enter text. |
| * 1. **Expected research results and outcomes.** | Click here to enter text. |
| * 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*) | Click here to enter text. |
| * 1. **References:** | Click here to enter text. |

**SECTION 6: ETHICS APPROVALS**

|  |  |
| --- | --- |
| * 1. **Is Ethics approval required for this project?** | Yes  No |
| * 1. **If yes, have you submitted an application for review to the FNU Ethics Committee?** | Click here to enter text. |
| * 1. **Describe measures to ensure the safe use of any hazardous chemicals or biological materials or radiation sources, etc. If applicable:** | Click here to enter text. |
| * 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)* | Click here to enter text. |

**SECTION 7: PROJECT 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** | | |
| * 1. **Budget** | **Amount** | **Justification** |
| * 1. **Research Personnel:**      1. Level      2. Period of Appointment |  | Click here to enter text. |
| * 1. **Travel Cost** *(if required)***:** |  | Click here to enter text. |
| * 1. **Other** *(please specify)***:** |  | Click here to enter text. |
| **Total:** |  |  |

**SECTION 8: RISK MANAGEMENT**

|  |
| --- |
| **8.1 All key project risks, including mitigation strategies, should be identified as part of risk management:**  Click here to enter text. |

**SECTION 9 : DECLARATION FROM RESEARCH OFFICE TEAM**

|  |  |  |
| --- | --- | --- |
| * 1. In submitting this application, the investigators bear full responsibility for carrying out the activity.      1. The requested funds do not supplement or duplicate a project activity supported by another current internal/ external grant or research contract.      2. 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 Graduate Student supervision responsibilities.   2. A signed electronic copy of the application, as a single PDF document incorporating the Application Form and all attachments, is provided to the Research Office [geo@fnu.ac.fj](mailto:geo@fnu.ac.fj). | | |
| **Name** | **Signature** | **Date** |
| * 1. **Principal Investigator(s):** | Click here to enter text. | Click here to enter a date. |
| * 1. **Co-Investigator(s):** | Click here to enter text. | Click here to enter a date. |
| * 1. **Graduate Student [s]:** | Click here to enter text. | Click here to enter a date. |
| 1. **COLLEGE APPROVAL:** | | |
| * 1. **Associate Dean Research & Innovation (ADR& I)** Comments:   Click here to enter text. | | |
| **NAME:** | **SIGNATURE:** | **DATE:** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| * 1. **COLLEGE DEAN COMMENTS:** | | |
| Click here to enter text. | | |
| **NAME:** | **SIGNATURE:** | **DATE:** |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. |

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| --- | --- | --- | --- |
| **RESEARCH OFFICE USE ONLY** | | | |
| **NAME:** | **DESIGNATION:** | **SIGNATURE:** | **DATE:** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter a date. |