**Deakin Research GRANT APPLICATION COVERSHEET (Non ARC/NHMRC)**

Deakin staff seeking external funding must have approval to submit applications regardless of whether Deakin is, or is not, the lead organisation.

* Please ensure all signatures are included at Section 6 prior to submitting this form.
* Forward the grant application and this coversheet to [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au) at least 10 working days prior to the external submission date.

**Coversheet information is required for application certification, grant management, and statistical reporting.**

**PROJECT TITLE:**

|  |
| --- |
|  |

**LEAD ORGANISATION:**

|  |
| --- |
|  |

**FUNDING OPPORTUNITY INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of funding body** | **Name of funding scheme** | **Project start date (dd/mm/yyyy)** | **Project end date (dd/mm/yyyy)** |
|  |  |  |  |

SECTION 1: PROJECT TEAM

**(a)** Deakin University lead investigator:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Given Name** | **Surname** | **Faculty / Institute / Organisation** | **FTE for project** | **Fixed**  **term \*** |
|  |  |  |  |  |  |

For student applications, please list your PhD supervisor. If you are an honorary or casual staff member, please contact [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au) to discuss further.

**(b) All additional chief investigators**,including external chief investigators (add rows as required).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Given Name** | **Surname** | **Faculty / Institute / Organisation** | **FTE for project** | **Fixed term or casual \*** |
|  |  |  |  | 1.0 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**\*** CI employment type: please add ‘F’ for fixed term contract and ‘C’ for casual. Please leave blank for continuing employees and external investigators.

**SECTION 2: CODES-** mandatory, all codes must be provided for government reporting purposes

1. Type of Research (total percentage should be 100)

Refer to [ANZSRC ToR](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/Wg615FKY3OhnyOzL) for research type definitions

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Research and Percentage** | **%** | **Type of Research and Percentage** | **%** |
| Strategic Basic Research |  | Pure Basic Research |  |
| Experimental Development |  | Applied Research |  |

1. 2020 Fields of Research (FoR) and Socio-Economic Objective (SEO) Codes

Enter **up to** **three SIX digit** classifications and the percentage allocation for each. Percentage should total 100 for both FoR and SEO.

For 2020 codes refer to [ANZSRC2020 FOR codes](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1)

[ANZSRC2020 SEO codes](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d1iJyaEzjWHJiRej)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **First (Primary)** | | **Second** | | **Third** | | **Total percentage** |
|  | **Code** | **%** | **Code** | **%** | **Code** | **%** |  |
| **FoR** |  |  |  |  |  |  | 100 |
| **SEO** |  |  |  |  |  |  | 100 |

1. Impact Themes

Select up to three Deakin Research Impact themes from the list below which your application best aligns with. Place an X against the appropriate research impact theme in the table below and add the % weighting for the selected theme, ensuring the total comes to 100%

|  |  |  |  |
| --- | --- | --- | --- |
| Aligned theme (X) | % Weighting | THEME | EXPLORE IMPACT THEMES |
|  |  | Improving health and wellbeing  (IHW) | <https://www.deakin.edu.au/research/research-impact/improving-health-and-wellbeing> |
|  |  | Enabling a sustainable world  (ESW) | <https://www.deakin.edu.au/research/research-impact/enabling-a-sustainable-world> |
|  |  | Creating smarter technologies  (CST) | <https://www.deakin.edu.au/research/research-impact/creating-smarter-technologies> |
|  |  | Building safe and secure communities  (BSSC) | <https://www.deakin.edu.au/students/research#Building_safe_and_secure_communities-2270555> |
|  |  | Advancing society, culture and the economy  (ASCE) | <https://www.deakin.edu.au/research/research-impact/advancing-society-culture-and-the-economy> |

SECTION 3: ETHICS AND SAFETY CLEARANCES

Research cannot commence until approvals are obtained for work involving humans, animals, genetic manipulation and/or use of hazardous materials. This includes work undertaken outside Deakin*.* Information on ethics requirements can be found on Deakin’s [Research Integrity](https://www.deakin.edu.au/research/research-integrity) webpage.

|  |  |  |
| --- | --- | --- |
| **Does the project involve the use of any of the following?** | **Yes / No** | **Ethics approval no.**  *Please quote DU # if clearance/s already in place* |
| Human subjects |  |  |
| Animals |  |  |
| Genetic manipulation / carcinogenic / teratogenic / ionising radiation / biohazard /infectious materials |  |  |

**SECTION 4: PROJECT FUNDING DETAILS**

Please contact [finance.research@deakin.edu.au](mailto:finance.research@deakin.edu.au) for further information on costing your project. This may include infrastructure and/or overhead costs if the funding body guidelines allow for these.

1. Total funding requested from funding body:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total amount requested** | **Year 1**  **20xx** | **Year 2**  **20xx** | **Year 3**  **20xx** | **Year 4**  **20xx** | **Year 5**  **20xx** |
| **$** | **$** | **$** | **$** | **$** | **$** |

1. Funding to Deakin

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Brief description of what the funding to Deakin is for, eg travel, investigator time, consumables etc** | **Year 1**  **20xx** | **Year 2**  **20xx** | **Year 3**  **20xx** | **Year 4**  **20xx** | **Year 5**  **20xx** |
|  | **$** | **$** | **$** | **$** | **$** |

1. Does the scheme require a mandatory institutional cash contribution? YES / NO

|  |  |
| --- | --- |
| **Yes –** add details on what the contribution must be**:**  Eg: matched funding |  |

1. Fellowships or schemes where the chief investigator salary has been requested (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Starting level of appointment  (eg level B step 4) |  |  |  |  |  |
| Yearly fellowship salary / chief investigator salary request  (from funding body) | **$** | **$** | **$** | **$** | **$** |
| Approximate yearly $ shortfall (DU school contribution) | **$** | **$** | **$** | **$** | **$** |

1. Deakin University contributions (cash and in-kind)

Detail all Deakin cash and in-kind contributions (including salary in-kind) and the area providing the contribution. ***The HoS/Institute Director of each area providing contributions must sign at Section 5.*** Please delete examples below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of contribution**  **- provide name of school, faculty, Institute, or other organisation** | **Description of DU contribution**  **- provide brief detail, eg personnel, equipment** | **Cash** | **In-Kind** |
| *[eg. School A]* | *[0.2 FTE salary in-kind for Dr X, Level C step 1]* | $ | $*[30,843]* |
| *[eg. Institute B]* | *[Workshop catering]* | $*[1,258]* | $ |
| *[eg. School C]* | *[0.1 FTE salary in-kind for A/Prof Y, Level D,*  *step 2]* | $ | $*[19,120]* |
| **TOTAL DU CONTRIBUTION** | | **$*[1,258]*** | **$*[49,963]*** |

***Cash contributions*** *= designated funding provided for this application including PhD stipends.*

***In-Kind contributions*** *= costs to the University eg for staff time devoted to project, use or access to equipment, facilities, etc.*

1. Research Funding and Research Consultancy, Costing and Pricing Policy and Deakin Costing tool.

In line with the Deakin Costing Policy the costing tool has been completed.

As per the specific Grant guidelines the following costing tool multipliers have been used,

Direct Salary Costs Multiplier \_\_\_\_\_\_% Indirect Costs Multiplier \_\_\_\_\_\_\_% Non-Salary Costs Multiplier \_\_\_\_\_\_%

**SECTION 5: HEAD OF SCHOOL OR INSTITUTE DIRECTOR CERTIFICATION\***

*\* Budget centre head for the lead DU CI*

* By signing this form, the head of the budget centre confirms that
  + the project is viable in terms of the school/Institute’s resources and the funds requested
  + the budget centre will provide funding as outlined in section 4(d) above
  + Where a budget centre member is employed on a fixed term or casual basis, I have discussed the implications of this and documented how this will be managed in the event that this application is successful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name** |  | **School / Institute** |  |
| **Signature** |  | **Date** |  |

**Repeat HoS or Institute Director Certification signature table for each area providing contributions (cash or in-kind) to the project.**

SECTION 6: LEAD CI SIGNATURE

**Lead Deakin University chief investigator to certify:**

* If successful, I understand work cannot commence until all ethics approvals are in place.
* All the details in this Coversheet and the funding application are true and complete. All parties identified in the application have agreed to its submission.
* The research budget has been checked with your Research Finance Partner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |