

**Grant Preparation Support Scheme**

**Closing Date: Ongoing**

**Applications must be made on this form only**

**GUIDELINES**

1. The Grant Preparation Support Scheme (GPSS) provides small grants to assist Victoria University researchers to prepare applications for external research funding for either a significant (i.e. over $100,000) Australian Nationally Competitive Grant or International Competitive Grant, or towards the development of a major research collaboration with Industry.
2. Up to $1,500 may be requested towards travel, research assistance and consumables used in preparing proposals to external granting bodies or initiating a large research collaboration with Industry.
3. The funding can be requested to pay for external expert review of the grant application.
4. Funds will not be awarded to support preliminary research (eg. literature reviews, fieldwork or pilot studies). Funds must be expended within the calendar year of the grant. There is no provision for carry-forwards to the following year.
5. Applicants cannot be awarded more than one GPSS grant per year.
6. Applicants must occupy a continuing or tenured position at Victoria University (of at least 0.5 time fraction) or be employed on a contract of not less than 3 years duration at the time of application to this Scheme.
7. A special case for consideration to this Scheme outside the guidelines above can be made directly to the Manager, Research Funding.

Please forward one copy of the completed signed form to: Zana Stefanovski, Senior Officer, Research Funding: [zana.stefanovski@vu.edu.au](mailto:zana.stefanovski@vu.edu.au). Applications that do not abide by the Guidelines or the application form’s requirements will be returned.

**Please select the relevant funding categories**

1. External Funding Proposal with a cash request of $ 100,000 or more □
2. Industry Collaboration □
3. **Name of First Chief Investigator**

|  |  |
| --- | --- |
| **Title (e.g. Prof, Dr**) **and Full Name** |  |
| **College** |  |
| **Position** |  |
| **Telephone** |  |
| **E-mail** |  |

**2. External Funding Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Budget** | Year 1 | Year 2 | Year 3 |
| Approximate total budget to be requested from the external funding body |  |  |  |
| Approximate amount of the total budget to be allocated to Victoria University. |  |  |  |

**3. Research Project Outline**

Write a Plain English summary **(maximum 150 words**), outlining the aims of the research, the expected outcomes, and the overall significance of the project. **Briefly** include relevant experience from the track records of CIs.

|  |
| --- |
|  |

# 4. Details of Grant in Preparation (if applicable)

|  |  |
| --- | --- |
| External Research Funding Body (ie. ARC, NHMRC or Other significant funding body) |  |
| Program/Scheme (eg. Linkage Project, Program Grant) |  |
| Project Title (Short descriptive title - maximum of 20 words) |  |

# 5. Details of External Collaborator (if applicable)

Proposals involving Industry Partner(s).Given the developmental nature of this funding, you can list industry partners that have not yet been approached to participate on the project (Please indicate if they have not yet been approached).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Industry Partner No. 1 | Industry Partner No. 2 | Industry Partner No. 3 |
| Name of Industry Partner |  |  |  |
| Location |  |  |  |
| Expected level of financial support to be requested from Industry Partner. Please specify cash and in-kind support. |  |  |  |
| Existing Relationship |  |  |  |

**6. External Expert Review (if applicable)**

|  |  |
| --- | --- |
| Name(s) of reviewer(s) |  |
| Briefly outline expertise/experience to review this application |  |

# 7. Assistance Sought from the Grant Preparation Support Scheme

Up to $1,500 may be requested to: (a) assist with interstate travel (e.g. airfares, accommodation) to meet and discuss proposal with the collaborator; (b) assist with external grant preparation costs (e.g. administrative/research assistance to prepare proposal); (c) consumables used in preparing proposal; and (d) external expert review. **Funds will not be awarded to support preliminary research (eg. literature reviews, fieldwork or pilot studies).**

Budget: Indicate the total amount of funding required and provide a clear justification for the use of this funding. (Insert additional rows as necessary).

|  |  |  |
| --- | --- | --- |
| Item | Amount $ | Justification |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL: |  |  |

# 8. Previous Internal Grants Held

If you have previously been awarded a Victoria University internal grant, please attach a copy of the relevant final report(s).

# 9. FOR and SEO Codes

Please list up to three relevant Field of Research (FOR) Codes and up to three relevant Socio Economic Objective (SEO) Codes. FOR and SEO Codes can be obtained from:

[**www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument**](http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument)

Minimum 1 entry for each and percentage values must add to 100%.

|  |  |  |  |
| --- | --- | --- | --- |
| FOR Code/s | **%** | SEO Code/s | **%** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

**CERTIFICATION SECTION**

I certify that I have read the Guidelines, am eligible to apply to this scheme, and will spend the funding according to the Guidelines.

# Signature of Victoria University First Chief Investigator

Signature: Date: …./…./….

# Certification of Victoria University College Research Director or equivalent

I support this application.

Signature: Date: …./…./….

Name:

1. **Condition of Award**

**If funding has been requested for the development of a grant proposal**, an application must be submitted for a National Competitive Grant or a funding application requesting at least $100,000 within **18 months**  of receiving funding. If an application is not submitted, the funds must be returned to the Office for Research.

**OR**

**If the funding is requested to develop a significant research proposal with Industry**, a brief report is required outlining the progress of this collaboration within 18 months of receiving this funding. If the report is not provided, the funds must be returned to the Office for Research.

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# office for research use only

* Approved
* Not Approved

Recommended level of support:

Signature: Date: …./…./….

Research Grants Manager, Office for Research[[1]](#footnote-1)

**Account Details: - MUST BE COMPLETED BY THE Office For Research**

|  |  |  |  |
| --- | --- | --- | --- |
| Department  □□□ | Fund  61 | Project  □□□ | Natural Account  1911 |

1. [↑](#footnote-ref-1)