



## Research Partnerships Program 2017 Guidelines

Applications should be submitted by email to [redi@westernsydney.edu.au](mailto:redi@westernsydney.edu.au)

### Important dates

- Applications open on **Monday, 10 July 2017**
- Applications close on **Friday, 18 August 2017**

### Introduction

The Research Partnerships Program is designed to be a flexible scheme that encourages individuals and groups to submit applications for support of a research project jointly developed and funded with an external partner. Partners suitable for collaboration may be from industry, commerce, and the public and community sectors. International collaborations and applications involving partners from Greater Western Sydney are particularly encouraged.

Research projects must demonstrate a high level of collaboration between University researchers and eligible partners, plus the potential to develop new links or the significant enhancement of existing links. Innovation and potential real world impact will be a central feature of successful applications.

**The program is designed to encourage partners to explore and promote their research project to the point where support from the ARC Linkage Projects scheme, NHMRC Partnership Projects scheme, or other major external funding program can be realistically sought. Applicants are expected to articulate their plans for achieving further funding and the anticipated timeframe for doing so.**

The primary objective of the scheme is the support, on a competitive basis, of quality research projects to be carried out by partnerships showing clear evidence of high research capacity. The program is designed to encourage the development of long-term and strategic relationships between the University and industry, commerce, and the public and community sectors, as well as assist researchers in gaining a greater understanding of industry research needs through collaborative research and development projects. It will provide the opportunity for researchers and their partners to bring advanced knowledge and techniques to bear on problems or opportunities in order to realise economic and social benefits for Australia.

Awards will normally be up to \$25,000 (in exceptional circumstances up to \$35,000 may be awarded) and will be tenable for a period of 12 months. **Partners must provide funding at a ratio of at least 2:1**, plus GST (except in the case of overseas partners where GST is not levied). University funds will be awarded in January 2018 with all project funds to be expended no later than December 2018 (carry forwards beyond 2018 will not be permitted). Partner funds can be expended prior to 2018 once ethics approvals have been obtained and contracts are in place.

Applications are invited from individuals and from research teams within the University and their partners.

Funds will not be made available for research projects viewed as a normal part of course/curriculum development. Grants will not be awarded to holders of grants from other funding bodies for essentially the same research project, or for projects resembling consultancies.

## APPLICATION ADVICE

### For preliminary advice contact:

Craig Bromley or Brooke Jim by emailing [redi@westernsydney.edu.au](mailto:redi@westernsydney.edu.au)

### For detailed application advice please contact your Business Development Officer:

- **Nathanael Small**, ([n.small@westernsydney.edu.au](mailto:n.small@westernsydney.edu.au), 9685 9405 | 0418 244 664)  
ICS; Education; Humanities & Communication Arts; Social Sciences & Psychology
- **Dr Michaela Tymichova**, ([m.tymichova@westernsydney.edu.au](mailto:m.tymichova@westernsydney.edu.au), 9685 9845 | 0405 504 313)  
HIE; Science & Health; Centre for Infrastructure Engineering
- **Dr André Urfer**, ([a.urfer@westernsydney.edu.au](mailto:a.urfer@westernsydney.edu.au), 9685 9742 | 0437 832 890)  
MARCS; Business; Computing, Engineering & Mathematics; Law
- **Dr Madeline Yap**, ([m.yap@westernsydney.edu.au](mailto:m.yap@westernsydney.edu.au), 9685 9866 | 0416 045 727)  
Medicine; Nursing & Midwifery; NICM

## Eligibility

1. **Only one application per Chief Investigator** will be considered per funding round and generally only one will be considered in any twelve-month period, and all due final reports must have been completed.
2. Research projects already commenced with early stages successfully completed will be considered.
3. All academic staff members, including postdoctoral fellows, employed at 0.5 or above are eligible to apply, provided that participation in the program does not interfere with other research. Western Sydney University adjunct fellows, professional staff and conjoint appointments are eligible to apply.
4. Higher Degree Research students are not eligible to apply for this scheme.
5. Staff on contract must demonstrate that they will be employed by the University for the nominated term of the grant.
6. Joint applications involving investigators from another higher education institution will be considered provided the University investigator is nominated as the first-named Chief Investigator on the research project.
7. International collaborations may be supported.
8. Partners must be prepared to commit NEW cash for the proposed research project at a funding ratio of at least 2:1. This cash component is to be deposited in a University project account established specifically for the project.
9. All successful research projects will be administered by the University through REDI.
10. Any organisation not already funded as a research provider (universities and their agencies are specifically excluded) is eligible as an industry partner for the purposes of this scheme.

## The partners

External partners will be expected to make a new cash commitment specifically for the research project, relative to their ability to contribute and the anticipated benefit accruing to the partner from the research project's anticipated outcomes. The partner support must be specific to the research project, e.g. contribution to salary costs, provision of equipment or facilities. The ratio of partner/University funding must be at least 2:1.

Applications must include a detailed description of the collaborative arrangements proposed including how the partner will be involved in the research project and how the research project fits into the organisation's strategic plan and its value to the company. Adequate arrangements for dealing with intellectual property used in and produced by the proposed research must also be explained.

Funding for a successful research project application will not commence until a written standard University Agreement has been entered into, detailing the roles of the partners to the research project, including: their respective cash contributions; administrative arrangements; intellectual property arrangements and publication plans. University researchers are encouraged to establish formal arrangements about authorship prior to the research commencing – contact REDI for advice.

Partners will be expected to deposit cash contributions in the University project account established for the project. The cash contribution should be made available at the commencement of the project.

## Duration of grants

University funds will be available from January 2018 and must be expended no later than December 2018. Carry forwards beyond 2018 will not be permitted. Partner funds can be expended prior to 2018 once ethics approvals have been obtained and contracts are in place.

## Assessment

The University's Research Committee assesses applications through its professorial panels (Research Grant Assessment Panels). All panel deliberations are fully minuted and form part of the official records of the University. Recommendations of the panel are approved for funding by the Deputy Vice-Chancellor and Vice President (REDI). Excellence will be the primary criterion in the assessment of proposals, both in terms of the research project and its anticipated outcomes.

There must be evidence provided of the commitment and ability of the partners to support and complete the research project proposed.

Applicants should consider:

- a) What is the intrinsic merit of the research project? Is it soundly based in concept and planning? Is it feasible? Is it innovative?
- b) Does the research team have the capacity and experience to undertake the research?
- c) Does the research project contribute to the University community or to the community as a whole so as to constitute advancement in knowledge or an economic or social benefit? Applicants should present succinct ideas on the anticipated outcomes/impact and how the results of the proposed research will be disseminated in both peer-reviewed publications and to the sector in which the partner operates. Consideration will be given to the likelihood of the proposed research contributing to economic or social benefits for Western Sydney, including the sustainable development of Greater Western Sydney.
- d) Are the partnership arrangements sustainable over the life of the project? Are the partners providing valuable input into the conduct of the project?

Applicants should present a succinct proposal in a clear and concise manner, keeping the above questions in mind. The weight attached to each criterion will be at the discretion of the committee.

Applicants will benefit from indicating how the research will meet the goals of building the researcher's capacity to apply for external research funds:

- a) How does this project contribute to the applicant(s) professional development?
- b) In the case of research institutes, centres or groups, how does the project relate to the combined scholarship of the institute, centre or group?

## Intellectual property

The committee will expect the applicants and partners to explain how matters of intellectual property associated with and arising from the research project will be dealt with. The University will normally own the intellectual property generated from a partnership grant. Partners will be able to use the results of the research for their own internal purposes. Partners may also have an option to commercialise project intellectual property, in return for a royalty stream returning to the University. Western Sydney University **always** seeks to ensure the right to publish in peer review media the research arising from such collaboration, mindful of any commercialisation or confidentiality constraints.

## Notification of outcome

Applicants will be advised of the outcome of their application by the Executive Director, REDI. Successful applicants should note that appropriate ethics approvals must be obtained before funds will be released.

## Research projects

Research Partnership grants are recommended for specific research projects. The aims and significance of the research project should be stated in the clearest terms, with particular attention to the relevance to the nominated partner/s.

Research Partnership grants will not be given for the production of teaching materials, even though some research may be involved in their production. Support may be given for a genuine educational experiment in which the relative effectiveness of some original material, approach or method is to be compared with traditional materials, approaches or methods. In that case, costs of developing the new materials may be included.

In the case of projects that involve data compilation or the development of research aids and tools (including computer programs), it is most important that the applicant provide a statement as to the possible eventual uses of the databases, computer programs, or other research aids compiled as part of the whole project.

It is not anticipated that the Research Partnerships Program will provide for major purchases of equipment. However, small-scale equipment and consumables may be justified and should be listed under 'Maintenance' in the budget.

Projects that resemble consultancy will not be funded.

## The partner/s and the investigators

Applicants should provide (a) evidence of research capacity; and (b) evidence that the partnership will support the proposed research aims and innovation. Reference to prior work by the applicants, particularly work that relates to the proposed research project is essential.

## Method of investigation

In some fields it is possible to set down a specific strategy and a specific set of tactics of investigation – an experimental design. In many fields or sub-fields, the strategy and the tactics can only be stated in looser terms. This, however, is no reason for not stating them at all. Applicants should be able to give some indication of what material is expected to be available and what strategies and tactics they propose, at least initially, to adopt. Proposals that are vague or steeped in unnecessary jargon are unlikely to impress the committee.

## Budget

Clear headedness is called for both in estimating and justifying the budget. The following paragraphs should, therefore, be read with particular care. Applicants should avoid devising 'ambit claim' budgets in the expectation that the committee will cut them down to a realistic level. The committee will aim to fund research projects at what it sees as an appropriate level to allow the research project to move expeditiously to a conclusion. Partner funding will involve total research contribution, plus GST.

Financial information must address three areas:

- (i) the specification of various items requested under the headings personnel, maintenance, travel and other.
- (ii) a ranking of each of these items in terms of priority.
- (iii) a costing of each of the items at prices that will apply in the 12 months of the research project.

Full justification of all items is required. The committee expects an explanation of the need for research or technical assistance and travel. Furthermore, an indication should be provided of how estimates were calculated and on what basis they were established. Because of the competitive nature of these grants, only those research projects judged to be the most outstanding are likely to receive the full funding requested.

### **FUNDING IS NOT AVAILABLE FOR:**

- Conferences, seminars or workshop attendance;
- Projects that resemble consultancy, rather than a research project.

## Equipment

Equipment should include hardware items individually **costing \$1,000 or more**, including any installation costs. All requests must be fully justified. Costings should be based on the latest prices obtained from suppliers and not on estimates. Please note that University-funded research grants do not fund computer equipment requests. Furthermore, the University's IT Procurement Policy is that laptops are leased.

All equipment purchased will be located in the school/institute of the lead Chief Investigator at the completion of the project and will be available for research purposes to all school/institute staff. Unique or difficult to access equipment is expected to be made available to researchers across the University.

## Travel

Only travel directly associated with the research project, including travel costs incurred in using facilities at another institute/centre, will be considered. When calculating travel costs, applicants should base their estimates on the standard rate for mileage, per diem expenses etc. CIs cannot claim the cost of travel between University campuses.

## Time release

The Partnerships Program does not fund time-release from teaching.

## Reporting

Grantees are required to submit a final report to the Research Committee via REDI no later than six months after funding ceases.

## Special conditions

Grantees must submit at least one application for external funding either under the Australian Competitive Grants Program – particularly ARC Linkage grant – or other major external funding scheme within 12 months from cessation of Research Partnerships funding. Failure to meet this obligation may prejudice future access to other competitive research support mechanisms within the University.

## Ethics, risk and research integrity

All research at Western Sydney University is carried out under the University [Research Code of Practice](#) and the [Australian Code for the Responsible Conduct of Research](#).

Any collaborative research project with external partners must satisfy the usual University ethics requirements regarding:

- a) human participants
- b) animal experimentation
- c) recombinant DNA
- d) ionising radiation
- e) other safety hazards

For more information contact:

- Human Ethics: [humanethics@westernsydney.edu.au](mailto:humanethics@westernsydney.edu.au)
- Animal Ethics: [animaethics@westernsydney.edu.au](mailto:animaethics@westernsydney.edu.au)
- Biosafety and Radiation Safety: [BioSafetyRadiation@westernsydney.edu.au](mailto:BioSafetyRadiation@westernsydney.edu.au)

## Completing the application form

### ITEM 1 – Applicant information

Chief Investigators (CIs) and external Partner Investigators (PIs) are jointly responsible for the research project from its conception, to the strategic decisions called for in its pursuit, and for the eventual communication of the results.

- a) **Chief Investigators:** The first-named Chief Investigator (CI) will be the University contact person for all administrative matters. Applicant information must be provided for all CIs.
- b) **Partner Investigators:** Non-University investigators are classified as Partner Investigators (PI). Applicant information must be provided for all PIs.

### ITEM 2 – Type of activity

There are four types of activity applicable to research and development which are recognised by the Australian Standard Research Classifications:

- **Pure basic research:** Experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.
- **Strategic basic research:** Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.
- **Applied research:** Original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.
- **Experimental development:** Systematic work, using existing knowledge gained from research or practical experience that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

### ITEM 2 – Fields of Research (FOR) and Socio-economic Objective (SEO) category codes

Select both FOR and SEO codes using the drop-down list box. FOR and SEO code numbers must be at the 6 digit level. Up to three FOR and SEO code numbers can be selected, and collectively they should add up to 100%.

- a) **Fields of Research (FOR):** This classification allows R&D activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. The categories in the classification include major fields of research investigated by national research institutions and organisations, and emerging areas of study.
- b) **Socio-economic Objective (SEO):** This classification allows R&D to be categorised according to the purpose or outcome of the R&D as perceived by the data provider (researcher). It consists of discrete economic, social, technological or scientific domains for identifying the principal purposes of the R&D. The attributes applied to the design of the SEO classification comprise a combination of processes, products, health, education and other social and environmental aspects of particular interest.

### ITEM 2 – Outline the relationship of the proposed research to current University teaching programs

Outline the relationship of the proposed research to teaching programs. The University seeks to build connections between existing and emerging areas of research strength with areas of excellence in teaching and professional development and with existing and emerging areas of research strength within the University.

### ITEM 8 – Detailed budget for Western Sydney University (A) and partner contribution (B)

#### Personnel

If substantial data entry or transcription services are required, the appropriate rate for these services should be sought and included.

## **Equipment**

Equipment should include hardware items individually **costing \$1,000 or more**, including any installation costs.

## **Maintenance**

Estimate the prices that will apply at the time of purchase. 'Maintenance' includes items of equipment costing **less than \$1000**; consumables (major headings only); sets of printed material and microfilm; computing excluding computer hardware and software, and the hire of personnel for coding or programming (which must be included under 'Personnel'). Any requests of funds for programming, preparation and storage of data or the hire of external computer time must be fully justified. If payment for computing time is requested, the applicant must clearly indicate why such computing time is not available in-house or through the partners.

In general, expenditure relating to the printing of questionnaires and postage, the funding of telephone surveys, printing and stationery costs will only be funded if the Committee believes that such expenditure is essential for the research project's success and cannot be met from the partner's allocation.

## **Travel/Subsistence**

Applicants who request funds for travel/subsistence should state the importance of this item to the success of the research project. They should also consider whether this travel could be funded from other internal travel allocations. Enter under 'Travel' the cost of fares, vehicle and accommodation costs, field expenses and field allowances. State the origin and destination for all fares requested. Only travel directly associated with the research project, including travel incurred in using facilities at another institute/centre may be supported.

## **Other**

This category includes items not covered by the above groupings, e.g. vessel charges, and search fees. It is not intended that this heading be a catch-all for funding requests.

## **Priorities**

It is essential that every item in the requested budget be given a priority ranking (i.e. A, B1, B2, C1, etc.) in the column provided. The rankings are:

A = considered essential for the research project to be undertaken.

B = necessary to maintain a reasonable rate of progress in bringing the research project to completion.

C = other items which would be useful in supporting the research project.

Within categories B and C, use the numerical ranking to show the relative importance of each item. If the same priority ranking is assigned to two or more items, the Committee will interpret this as implying that they are inseparable, so that one item is of no use without the others. Total funds requested for the life of the project. Show whole dollars only.

## **ITEM 8.5 – Budget justification (max. ½ page)**

Fully justify each item listed in the budget. Outline clearly which budget items are the most important and why. Identify which items are crucial to the success of the project and describe how they will enable you to achieve the objectives of the research proposal.

### Direct Costs:

- Research assistants: outline their role and say why this is crucial to the conduct of the research. Say what skills are required of the position.
- Travel: outline why you are going, how long will you be away or explain how you arrived at the total number of kilometres.
- Maintenance: if you want to include phone, postage etc. this must be specific to the project e.g. survey mail outs.

### Indirect Costs:

- Infrastructure e.g. office space, meeting venues, computer access.
- Professional development (workshops for specific skills).

- The research environment e.g. opportunities to work with other similar/related researchers and postgraduates.
- Access to specialist resources such as libraries and or unique database.

#### **ITEM 9 – Ethics, risk and research integrity**

If the proposed research plan involves the use of human participants, animal subjects, or the preparation and/or use of recombinant nucleic acids constructed in vitro from sources that do not ordinarily recombine genetic information, the submission of a clearance approval from a relevant Ethics, Safety or Biosafety Committee is required before funds will be made available. Where a research project requires the use of ionising radiation, the committee will require personnel to have appropriate training and hold a current licence issued by the appropriate State authority.

It is essential that applicants with research projects requiring clearance by ethics or safety committees contact the relevant Ethics Officer for details of this process. Applicants should ascertain the time frame to obtain such clearances and allow plenty of time for this to be obtained.

- The Human Research Ethics Committee reviews research projects involving human subjects.
- The Animal Care and Ethics Committee reviews all animal research at the University.
- The Biosafety and Radiation Safety Committee reviews all small-scale work with recombinant DNA and other safety matters.

**Note: Funds will not be made available until all appropriate ethics clearances have been obtained**

#### **ITEM 10 – Certification / Endorsement**

Certification should be sought once the application has been completed.

**Applications cannot go forward to the review panel without all of the required approvals.**

Deans of Schools and Institute Directors must certify that the proposed research activity will benefit the University and that the application does not seek funding for research activities already supported by other funding sources. When endorsing applications, deans and directors should consider the relative strategic value of the application to the academic unit.

If an applicant is a School Dean or an Institute Director, the application must be endorsed by the Deputy Vice-Chancellor and Vice-President (REDI).

For certification and endorsement items we accept email approval and scanned signatures.

## Completing the project proposal

Project proposals should be completed in **Microsoft Word**. The proposal should be no more than **six pages** in length (excluding publications) in 10 point Arial or 11 point Times New Roman font printed in black. Pages exceeding this limit will not be forwarded to the review panel.

Your project proposal must include comprehensive statements that clearly outline the research objectives and the methods by which those objectives are to be realised. The following broad headings should be used:

### a) Aims and significance of the research project – including bibliography (approx. 2 ½ pages)

*Background to the research questions:*

- Applicants should provide an adequate background to the research questions the project will explore. The aims should be argued – why should this work be funded? In essence, state the intrinsic merit of the research project.
- As a large number of applications are considered by the committee, it is in the interest of the applicant to present the material in clear prose with all technicalities that may not be well known to be defined briefly and explained.
- It is expected that a substantial literature review would have been carried out prior to a project being proposed.
- The aims and questions to be tested should be stated in the clearest terms, as should the project's significance. Cite key references where appropriate (identify title, beginning and ending pages).
- The committee will seek evidence that you understand the ramifications of the questions and hypotheses being proposed, and you have considered any subsequent research that may arise from the project.

*Check:*

- a) Does the proposal clearly introduce your idea and the aims of the project? Does it situate the research within current literature and explain its significance? Have you provided relevant background information? Does your proposal attract the interest of the audience?
- b) Does the argument and purpose remain clear throughout?
- c) Is it appreciative of the various levels of knowledge/familiarity with the topic among the committee?
- d) Have you given the reader a sense of the current views on the topic so that there is a context in which to consider the argument? Have you explained the potential outcomes of the project?

### b) Research plan, method and techniques (approx. 2 pages)

The research plan should make clear the scope and limitations of the proposed project. The panel will seek evidence that the design and feasibility of the project has been well thought out. It is essential that the method be able to achieve the stated aims and goals of the research. The description of the method and techniques should be field specific and include, where appropriate, the experimental design. Any method should be supported by current approaches in the field – as demonstrated by references – and where a method itself is the subject of the study, the necessity for this should be soundly argued.

The description of the method should address the process of research and state what the research involves: what the researcher wants to do; how it will be done; who will do it; when it will be done; and why. This should be applied to the data collection, data analysis and data interpretation. You should address any methodological issues inherent in the process that are controversial or are not well understood outside the specific field of the research. For humanities and social sciences proposals, if the method involves field-work, the proposal should indicate how researchers might address the following: How will complex conditions of interaction be recorded? Which interactions will be recorded? What difficulties might be encountered? What are the analytical strategies? What are the interpretive strategies? Why are these analytical and interpretive strategies appropriate?

While at least one member of the panel will have expertise in the broad terrain of the proposal, it is wise to assume that most of the panel will evaluate the method on the basis of general principles of scholarly research.

**Check:**

- a) Does the proposal provide a clear plan for the research?
- b) Have you presented the research question(s) clearly?
- c) Does the strategy employed follow logically from the problem and aims?
- d) Has the issue of data analysis been fully dealt with?
- e) Have any ethical issues been discussed and built into the overall research plan?

**c) Timetable (approx. 1/2 page)**

An indication of the proposed research timetable is required. The proposal should clearly delineate the anticipated role of each of the investigators and partners as well as that of any requested personnel.

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12

**d) Summary of applicants' background (approx. 1/2 page)**

The committee will consider the capacity of the applicant/s to carry out their nominated research project to successful completion, and in particular the relevance of their skills and training. It is in the applicant's best interest to provide evidence of such capacity. Please do not include a lengthy Curriculum Vitae but instead provide a judicious description of your most pertinent career achievements.

See [Track Record Statement](#) for more information.

**e) Role of the partner(s) in the proposed research (approx. 1/2 page)**

Describe clearly the role each partner and partner investigator will play in the conduct of the research. Describe how the partnership arrangements will be managed across the life of the project.

**f) Publications**

**Note: This section is additional to the 6-page limit of the project proposal.**

List all refereed publications by the Chief Investigator(s) published in the period (2014-2017), followed by publications submitted or accepted for publication. Indicate with an asterisk any publications of specific significance to this project.

Visit the [Researcher Portal](#) to view all of your lodged publications.

Please clearly delineate categories of publications/disseminations from past research as follows:

- Books
- Book Chapters
- Refereed Journal Articles
- Refereed Conference Proceedings

You may also wish to provide a summary of other public research outputs relating to exhibition, production (e.g. audio/video recordings), performance, architectural design, computer software, patents, technical drawings etc. Please highlight whether these outputs have been critically reviewed or have been subsequently cited.

## Data management

Chief Investigators are responsible for the management of all data for the life of the research project and beyond. Data management planning involves making decisions about how you will collect, organise, manage, store, back-up, preserve and share your data. Planning and implementation should begin at project development stage to enable:

- End-to-end data management, including computational, storage and archiving requirements
- Increased research impact by ensuring data is both preserved and citable
- Long-term access to data through well-described and retrievable data sets
- Datasets to be retrieved for reuse and/or future research projects and collaborations.

Please submit a completed Data Management form with your application.

## Letters of support from partner organisations

A letter of support is required from each partner organisation. An appropriate delegate within the partner organisation must sign the letter. The letter must detail that the partner has sighted the application, agrees to its content and confirms (by restating) their budget contribution. Letters of support should be addressed to Mr Steve Hannan, Executive Director, Research Engagement, Development and Innovation (REDI).

A template can be requested by emailing [redi@westernsydney.edu.au](mailto:redi@westernsydney.edu.au)

## Application checklist

Please ensure you submit all of the following documents as incomplete applications cannot be forwarded to the review panel for assessment:

- Application form (ensure you have **all** of the required signatures)
- Project Proposal
- Data Management form
- Letter of support from each partner organisation