Research Workshop Grant 2020 (Semester 2)  
Funding Rules and Instructions for Applicants

For workshops to be held between 1 July and 30 November 2020

Introduction
The purpose of this scheme is to support the hosting of research workshops that will facilitate the development of research teams and collaborative research projects. Preferably, the workshop will include participants from outside Macquarie. **The team or project must be new.**

Performance outcomes include at least one application for a competitive MQ internal or external (Category 1, 2 or 3) grant by the end of December 2021 and a prestigious collaborative publication.

Funding
We will accept applications with a budget of up to $5000, but expect most budgets to be around $2500.

Examples of items for which funding can be applied include:

- Airfares and accommodation for invited speakers. **NB:** All travel must comply with the University’s Travel Policy ([https://staff.mq.edu.au/work stratégie-planning-and-governance/university-policies-and-procedures/policies/travel#policy](https://staff.mq.edu.au/work stratégie-planning-and-governance/university-policies-and-procedures/policies/travel#policy)).
- Cost of venue hire for the workshop.
- Research assistance for help with arrangements for the workshop (include 17% on-costs).

Funds will **not** be made available for projects about course/curriculum development. Funds cannot be spent on teaching relief.

Duration of Grant
Successful applicants will be expected to spend the grant funds by **31 December 2020.** All funds that have not been expended by that date will be returned to the Faculty’s budget. There is no carry forward of funding.

Assessment
Applications will be assessed by a sub-committee of the Faculty of Arts Research Committee, chaired by the Associate Dean Research.

In assessing applications, the Panel will be seeking evidence that the project will:

- facilitate the development of new research teams and/or projects; and
- lay the foundations of a project for which competitive funding will be applied

Notification
Formal notification from the Chair, Faculty Research Committee, will be sent to both successful and unsuccessful applicants. Successful applicants will be advised of the amount of funding they have been awarded.

Successful applicants should note that appropriate ethics approval(s) must be obtained before grant funds will be released to applicants.

Reports
As a condition of funding, grantees will be required to submit a report on the workshop to the Chair of the Faculty Research Committee within four weeks of the completion of the workshop. The Committee may also ask for reports on grant applications and publications related to this grant at a later date.
Submitting an Application
Each application should describe the nature of the workshop, its participants, budget and expected outcomes in terms of prestigious publications and competitive funding. It should, however, be as concise as possible with aims and significance clearly specified. Applications should be A4 size and in 12 point font.

**Item 1:** State the workshop title (in **20 words** or less) and proposed date.

**Item 2:** Provide a **100-word** summary of the aims of the research, the expected outcomes and the likelihood of its contributing to economic or social benefits for Australia. The summary must be in plain English.

**Item 3:** State the total amount requested and include a brief breakdown of budget items, rates and sub-totals.

**Item 4:** Indicate the amount and source of any other funding which will support this workshop.

**Item 5:** Provide the name(s) of the Workshop convenor or joint-convenors, who will be responsible for the workshop, its conception, the strategic decisions called for in its pursuit and the eventual communication of the results. The first named workshop convenor will be the contact person for all administrative matters.

**Item 6:** Describe the workshop in a **maximum of one page**. Include an explanation of how the proposed workshop aligns with the Faculty and University’s [Future-Shaping Research Priorities](#).

**Item 7:** Explain the strategy and timeframe for submitting publications and applications for competitive funding, including the names of the publishers and funding bodies and you will approach.

**Item 8:** Attach to your application evidence that invitations to external invitees have been, or are likely to be, accepted. If you are inviting international participants provide a one-page CV and a justification of why you are inviting these particular participants.

**Item 9:** As part of the application, we require a comment from the Head of Department of the first-named workshop convenor confirming that the proposed activity is in line with the convenor’s PDR and that the Department supports the application. The Head of Department must also sign the application.

*Note:* If you are unsuccessful in applying to this scheme you cannot reapply within 12 months.

**Application Dates**
For workshops to be held between 1 July and 30 November 2020:

- **Scheme opens:** Wednesday, 1 April 2020
- **Scheme closes:** Wednesday, 29 April 2020
- **Notification of outcomes** Wednesday, 20 May 2020

**Completed applications** must be scanned and emailed as a **single pdf** file to [artsro@mq.edu.au](mailto:artsro@ mq.edu.au).

For **further information**, please contact the Faculty of Arts Research Office ([artsro@mq.edu.au](mailto:artsro@mq.edu.au)).