

MAEVe/MSEI Seed Funding Guidelines 2016

[MAEVe](#) (the Melbourne Research Alliance to End Violence against women and their children) and the [Melbourne Social Equity Institute](#) (MSEI), in collaboration with the [Melbourne Networked Society Institute](#) (MNSI) and the [Hallmark Disability Research Initiative](#) (DRI), are seeking applications from the University's research community for innovative interdisciplinary research projects in the area of violence against women and family violence.

This funding will support small-to-medium scale projects from **\$15,000 to \$30,000**.

The MAEVe/MSEI Seed Funding round seeks to catalyse innovative interdisciplinary projects across the spectrum of prevention and response to violence against women and children. Thus, we are looking for applications in primary prevention, or early intervention and response in the following areas:

- The use of technology
- Women and/or children with disabilities
- Refugee/asylum seeking women and/or children
- Men who use violence
- Economic empowerment/microfinancing of women, particularly in the Asia Pacific Region

Seed funding provides the opportunity to support novel research projects from University researchers. Projects will be well defined and in alignment with at least one of the themes identified above. Project teams will be interdisciplinary to build research capacity at the University. Collaborations with external organisations are welcome and projects will demonstrate the capacity to scale research through the attraction of future external funding and partnerships.

About MAEVe

MAEVe strives to make a difference to the lives of women, families and communities by addressing and preventing the problem of violence against women and their children through interdisciplinary and intra-institutional collaboration. Our aim is to bring together researchers from across the University in partnership with community, industry and government agencies, to tackle the problem of violence against women and their children. MAEVe is funded through a strategic allocation from the Deputy Vice-Chancellor (Research) and is run under the auspices of the MSEI.

Find out more about MAEVe at www.maeve.unimelb.edu.au

About MSEI

The Melbourne Social Equity Institute (MSEI) supports interdisciplinary projects that aim to advance research on social equity across the full spectrum of social life including health, law, education, housing, work and transport. The Institute brings together researchers from across the University of Melbourne to identify unjust or unfair practices that lead to social inequity and work towards finding ways to ameliorate disadvantage.

Find out more about MSEI at www.socialequity.unimelb.edu.au

About MNSI

The Melbourne Networked Society Institute (MNSI) seeks to examine the challenges and opportunities of the networked society. The networked society encapsulates the aspects of the society where networking – powered by information and communications technologies – substantially modifies processes, operations and outcomes of the economy, workforce, government, social fabric and culture.

The Institute's research is focused around three key areas networked living, networked economy and networked infrastructure.

Find out more about MNSI at <http://networkedsociety.unimelb.edu.au>

About the DRI

The Hallmark Disability Research Initiative (DRI) was created because of an emerging desire for interdisciplinary disability research at the University of Melbourne. The aim of the DRI is to help to coordinate interdisciplinary projects with the involvement of community partners and those with lived experience of disability. The DRI will develop high-quality applied research, policy and education programs.

Find out more about DRI at <http://disabilityresearch.unimelb.edu.au/>

Selection Criteria

The project must:

- be related to one or more of the research areas described above;
- be interdisciplinary and collaborative;
- have potential to lead to further funding applications in the next 1-2 years;
- be applied research, with implications for policy and practice;
- have (at least) one external partner;
- have a Chief Investigator with a salaried academic appointment at The University of Melbourne of at least 0.5 EFT.

Priority criteria:

Applications from early and mid-career academics. We recognise the difficulty of contracts that do not extend beyond the completion of the project so will need to see that there is someone on the team who can take the project idea into the future.

Project Expectations

The aim of this funding is to develop high quality projects that build the research capacity of the University of Melbourne. Projects must undertake substantial interdisciplinary research.

Researchers will proactively engage with MAEVe, MSEI, MNSI and/or the DRI to support public engagement in relation to the projects.

Seed Funding Events

Seed Funding Workshop

MAEVe/MSEI will be hosting a workshop to allow researchers to share ideas and potentially find collaborators with complementary skills and interests. Attendees are required to register beforehand and provide a brief summary of their research interests.

Date: 18 April 2016

Time: 12-1pm

Venue: Foundation Life Members Room (#104), First Floor, 1888 Building, The University of Melbourne

Registration

Registrations are essential for this event. Please email your attendance to maeve-admin@unimelb.edu.au and including the following:

- Name
- Department/Organisation
- Research Interests

Attendee information will be collated and circulated before the workshop to facilitate networking.

Additional Information

MAEVe/MSEI staff are available to provide information to prospective applicants.

- Kelsey Hegarty, Co-Chair, MAEVe: k.hegarty@unimelb.edu.au
- Violeta Politoff, Academic Convenor, MAEVe: violeta.politoff@unimelb.edu.au
- Charlene Hue-Ming Edwards, Executive Officer, MSEI: charlene.edwards@unimelb.edu.au

Application Process

Application Process

- Complete the MAEVe/MSEI Seed Funding Application Form and append an accompanying 1 page (maximum) CV for each researcher, and a 1 page (maximum) letter of support from any partner organisations.
- Send application as a single **.pdf** document to maeve-admin@unimelb.edu.au by **5:00pm Friday 29 April 2016**. No extensions will be granted.
- Applications will be reviewed by the Selection Panel.
- Short-listed applicants will be invited present for 5 minutes to the Selection Panel, with 5 minutes for questions. You must bring copies of the budget justification form. **Interviews are being held on the morning of the 20 May 2016.** Someone from your team must be able to attend this session in order to be successful.
- Successful projects will commence in Quarter 3 of 2016.

Conditions of Seed Funding

1 Project Management

1.1 Project planning

- Projects are required to have a detailed project plan with accompanying timelines and milestones.
- Projects commence in quarter 3 and are for twelve months duration.
- Extensions of time are assessed on a case-by-case basis.

1.2 Project governance

- Projects are led by the Chief Investigator who is responsible for ensuring project performance and delivery in accordance with MAEVe/MSEI guidelines, rules and regulations.
- Projects are required to provide regular and timely updates to MAEVe/MSEI.
- Projects will be appointed a representative from MAEVe, MSEI, MNSI, or DRI to collaborate with project teams.

1.3 Chief Investigator

- Will be the contact person for all administrative matters to do with the project and is responsible for internal reporting requirements.
- Is required to hold a salaried academic appointment at the University of Melbourne for the duration of the project.
- If the Chief Investigator leaves the University their duties will be transferred to another Researcher meeting the requirements.
- Must ensure that the research is conducted in accordance with University policy, including compliance with the Code of Conduct for Research and policies on human research ethics, animal experimentation ethics, requirements of the Office of Gene Technology Regulator, health and safety and intellectual property. No project may proceed unless the appropriate ethical or other required clearances have been obtained.

1.4 Researchers

- All researchers working on the project will be MAEVe/MSEI researchers for the purposes of the project.
- In submitting the application, it is assumed all researchers have consulted with their Head of Department and have the capacity to pursue the project.
- All researchers on the project need to disclose any conflicts of interest.

1.5 External Partners

- MAEVe/MSEI expects collaboration with at least one external partner. A one page letter of support from any external partners is required as part of the application.
- Governance of external relationships and intellectual property is in accordance with The University of Melbourne's policies and procedures.

2 Budget, Funding and Expenditure (to be submitted when short listed)

2.1 Budget

- Projects must have a detailed and well justified budget to meet specified project goals.
- Projects should be costed in line with University policy.

2.2 Project Funding

- Funding amounts are at the discretion of the MAEVe/MSEI, and has the right to alter project funding amounts before project commencement.
- Funding for projects is for amounts of \$15,000 - \$30,000 for a period of twelve months.
- Funding will be paid in two instalments. The payment schedule will be agreed between the Chief Investigator and MAEVe/MSEI prior to the commencement of the project.
 - Access to the second instalment is subject to a six monthly review and satisfactory progress against milestones.
- Projects may be eligible to apply for additional funding following the completion of the project for example to leverage external grant applications.
- Any unused funds remaining at the completion of the project will be returned to MAEVe/MSEI.

2.3 Expenditure

- Research funding comes from the University's strategic allocation of funding to interdisciplinary research institutes to build interdisciplinary research activity, therefore funding needs to be spent on activities within The University of Melbourne.
- Research funding can be spent on a range of purposes to support the goals.
- No hardware or software is to be purchased without prior authorisation of MAEVe/MSEI.
- All hardware purchased as part of the project remains the property of MAEVe/MSEI and must be returned to MAEVe/MSEI at completion of the project.
- Funding cannot be spent on the following:
 - payment of salary top-ups to existing continuing and fixed-termed staff at The University of Melbourne for additional workload;
 - payment to any external organisations;
 - travel, conference and accommodation expenses;
 - retainer fees for consultations.

3 Reporting

- A MAEVe/MSEI final report is due within three months of the project completion.
- Details of any publications, conference papers and seminars, media coverage or additional grants arising from the project.
 - Projects are required to report on the above for three years following the completion of the project.

4 Engagement and Communication

4.1 Engagement

- Researchers associated with the project are part of the MAEVe/MSEI research community.
 - They are expected to participate in research activities associated with MAEVe/MSEI.
 - They are entitled to refer to themselves as a MAEVe/MSEI researcher while they remain active on a project.
- Researchers are required to actively participate in MAEVe/MSEI engagement activities, such as events, lectures, seminars and workshops.
- Projects are required to provide at least one seminar or demonstration as part of the project.
- Projects are required to publish a final report, either as an academic publication or as a MAEVe/MSEI publication.
 - This publication will be open access and a final copy will be tendered to MAEVe/MSEI to be recorded against the project as a final outcome.
 - Projects will provide a summary of the final report for publication in popular press, such as *The Conversation* or as an article on the MAEVe/MSEI website.

4.3 Communication

- MAEVe/MSEI branding is required on all documents and presentations that relate to the project.
- MAEVe/MSEI is to be referenced on all academic, general and media publications and work relating to or arising from the project.
- Provide a project outline to be used in MAEVe/MSEI marketing and communications as well as updates as new developments occur or when required.
- Regularly provide updates to the MAEVe/MSEI on the project.
- Provide project outputs including research papers, newspaper articles and short videos.