# MAEVe Seed Funding Guidelines 2017

MAEVe (the **M**elbourne Research **A**lliance to **E**nd **V**iolenc**e** against women and their children) 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 **$10,000 to $30,000.**

The MAEVe Seed Funding round seeks to catalyse innovative interdisciplinary projects across the spectrum of gendered violence through a feminist lenses. Thus, we are looking for applications in gendered violence in the following areas:

- Trauma, narrative, and memory
- Media and Representation
- Intersections of gendered violence with other forms of inequalities
- Migration and displacement
- Law and justice
- Armed conflict

Seed funding provides the opportunity to support novel research projects from University researchers. Projects need to be well defined and in alignment with at least one of the themes identified above. Project teams should be interdisciplinary and build research capacity at the University. Collaborations with external organisations are welcome. Project outlines should also demonstrate the capacity to up 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. From 2017 a team of researchers from the Faculty of Arts Gender and Violence Initiative formed a new collaboration with MAEVe expanding further the research scope of the alliance. The Gender and Violence Initiative will generate new research from humanities and social sciences on gender and violence in the Asia-Pacific region and beyond focusing on the three main themes: gendered violence and equity; historical violence; and trauma and narrative. This will complement existing projects in these areas across the University. MAEVe is funded through a strategic allocation from the Deputy Vice-Chancellor (Research) and is run under the auspices of the Melbourne Social Equity Institute.

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

## Selection Criteria

*The project must:*
- focus on the research areas described above;
- be interdisciplinary and collaborative;
- have potential to lead to further funding applications in the next 1-2 years;
- have clear project outcomes including joint referred publications, and clear plans for future funding;
- have a CI with a salaried academic appointment at The University of Melbourne of at least 0.5 EFT. Whilst the inclusion of early career researchers within research teams is highly encouraged, projects cannot be led by PhD students.

*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 if applications include persons on fixed term contracts the team must include someone who can take the project idea into the future.

*Preferences:*
Preference will be given to projects led by a CI from the HASS (humanities, arts and social science) disciplines, who is located in a HASS Faculty or School.

*Exclusions:*
A member of the MAEVe steering committee cannot be a lead applicant; If a member of the MAEVe steering committee is listed as one of the participants on a project they must be excluded from the selection process

## 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 to support public engagement in relation to the projects.

# Seed Funding Events

## Seed Funding Information Session

MAEVe 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: Friday** 15 September
**Time:**  1-2pm
**Venue: Sidney Myer Asia Centre, Room 321**

## 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 staff are available to provide information to prospective applicants.

- Dr Ana Dragojlovic, MAEVe: [ana.dragojlovic@unimelb.edu.au](mailto:ana.dragojlovic@unimelb.edu.au)

- Dr Kate O'Halloran, Academic Convenor, MAEVe: [kate.ohalloran@unimelb.edu.au](mailto:kate.ohalloran@unimelb.edu.au)

# Application Process

- Complete the MAEVe 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 Monday, 16 October 2017**. *No extensions will be granted.*

- Applications will be reviewed by the selection panel.

- Short-listed applicants will be invited to 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 30 October 2017. Someone from your team must be able to attend this session in order to be successful.

- Successful projects will commence in Quarter 1 of 2018.

# 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 1, 2018, 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 guidelines, rules and regulations.

- Projects are required to provide regular and timely updates to MAEVe.

- Projects will be appointed a representative from MAEVe to liaise 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 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**

- If you have 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.

# 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, and has the right to alter project funding amounts before project commencement.

- Funding for projects is for amounts of $10,000 - $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 prior to the commencement of the project.

- Access to the second instalment is subject to a six-monthly review and satisfactory progress against milestones.

- Any unused funds remaining at the completion of the project will be returned to MAEVe.

## 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.

- All hardware purchased as part of the project remains the property of MAEVe and must be returned to MAEVe 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 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 research community.

  - They are expected to participate in research activities associated with MAEVe.

  - They are entitled to refer to themselves as a MAEVe researcher while they remain active on a project.

- Researchers are required to actively participate in MAEVe engagement activities, such as events, lectures, seminars and workshops.

- Researchers are required to provide at least one seminar or demonstration as part of the project.

- Researchers are required to publish a final report, either as an academic publication or as a MAEVe publication.

This publication will be open access and a final copy will be tendered to MAEVe to be recorded against the project as a final outcome.

Researchers will provide a summary of the final report for publication in popular press, such as *The Conversation* or as an article on the MAEVe website.

**4.3 Communication**

- MAEVe branding is required on all documents and presentations that relate to the project.

- MAEVe 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 marketing and communications as well as updates as new developments occur or when required.

- Regularly provide updates to the MAEVe on the project.

- Provide project outputs including research papers, newspaper articles and short videos.