



School of Computing and Information Systems & Department of Mechanical Engineering

CIS & ME 2023 Research Collaboration Seed Funding Initiative Guidelines

A. Purpose

- a. The School of Computing and Information Systems (CIS) and the Department of Mechanical Engineering (ME) are part of the Faculty of Engineering and Information Technology (FEIT) at The University of Melbourne.
- b. This seed funding initiative is designed to develop new research projects and collaborations between CIS and ME that address key research questions and have the potential to scale to obtain future funding.

B. Project Selection Process

- a. Projects are selected by a panel comprising the Heads of CIS and ME (or delegates) based on the Assessment Criteria below.
- b. Applicants may be invited to pitch their proposal.
- c. In submitting an application, it is incumbent on the lead CIs to ensure all personnel have the authorisation and capacity to undertake the project.

C. Assessment Criteria

- a. The following criteria are required:
 - i. The project must include a Chief Investigator from both CIS and ME.
 - ii. The project must be new.
 - iii. The project must identify and target a significant external funding opportunity (e.g. ARC Linkage or DP, industry contract, etc.).
- b. The following criteria will be considered in ranking and final selection of applications:
 - i. Alignment with CIS and ME's mission and outlined goals.
 - ii. How seed funding will contribute to the success of the proposed project.
 - iii. Project novelty and innovation.
 - iv. Feasibility, scope, and budget.
 - v. Potential to generate high impact, scale, and obtain future funding.
 - vi. The inclusion of ECRs.
 - vii. Applicants who received funding through the 2022 CIS-ME Seed Funding round are eligible to apply for the 2023 seed funding round, provided the collaboration is new. Priority may be given to new applicants.

D. Funding

- a. Project funding is available up to \$40,000.
- b. Funding is for a period of 12-18 months, with the expectation that an externally funded application submission will be made within 24 months of project commencement.
- c. Funding can only be spent in accordance with the approved budget; variations would

- require advance approval from CIS and ME Heads (or delegates).
 - d. Any alterations to the budget require approval from CIS and ME Heads (or delegates).
 - e. Funding cannot be spent on the following:
 - i. Salaries for existing continuing positions at The University of Melbourne
 - ii. Teaching relief
 - iii. Internal overheads and other faculty charges
 - iv. External collaborators, organisations, consultants, or any other supplier outside The University of Melbourne without explicit authorisation from CIS and ME.
 - f. Travel expenses (excluding field work) should not exceed 15% of the requested amount.
 - g. Unused funds remaining at project completion will be returned.
- E. Project management
- a. Project plans should include the following information:
 - i. Deliverables
 - ii. Timelines, including milestones
 - iii. Budget.
 - b. Project variations require approval from CIS and ME Heads (or delegates).
 - c. Governance of intellectual property is in accordance with The University of Melbourne’s policies and procedures (see [Who owns IP](#) for guidance).
 - d. CIS and ME are to be acknowledged on all publications and communications relating to the project.
- F. Personnel
- a. Project personnel are comprised of researchers and external collaborators.
 - b. Researchers are The University of Melbourne staff working on a project. Researchers not affiliated with The University of Melbourne are external collaborators.
 - c. Each project has a lead Chief Investigator who is responsible for:
 - i. Project Management and deliverables
 - ii. Budget management and expenditure
 - iii. Compliance with CIS and ME’s rules, guidance, policies, and procedures
 - iv. Reporting.
 - d. The lead Chief Investigator is required to hold a continuing salaried academic appointment at The University of Melbourne for the duration of the project. Should the Chief Investigator leave The University of Melbourne, their duties will be transferred to another researcher.
 - e. Personnel must disclose any real, potential, or perceived conflicts of interest.
- G. Reporting
- a. Be prepared to present research findings at School/Department meetings in both CIS and ME if required, including details of submitted grants in the 12-18 months following project commencement.
 - b. Provide a closing report showing budget expenditure at the end of the funding period.
 - c. Provide CIS and ME with details of any publications, conference papers and seminars,

media coverage or additional grants arising from the project and for three years following the completion of the project.

H. Revocation

- a. Seed funding can be revoked due to:
 - i. Unsatisfactory project performance.
 - ii. Failure to commence within six (6) months of receipt of funding.
 - iii. Provision of false or misleading information.
 - iv. Failure to adhere to these rules.