The School of Computing and Information Systems and the Department of Electrical and Electronic Engineering

Collaboration Seed Funding Program Rules 2022

A. Purpose
   a. The School of Computing and Information Systems and the Department of Electrical and Electronic Engineering are part of the Faculty of Engineering and Information Technology at The University of Melbourne.
   b. Seed funding is designed to develop new research projects and collaborations between CIS and EEE that address key research issues and have the potential to scale to obtain future funding.

B. Project Selection
   a. Projects are selected by a panel comprising the Heads of CIS and EEE (or nominees) on the following criteria:
      i. Alignment with CIS & EEE's mission and outlined goals
      ii. Project novelty and innovation
      iii. Feasibility, scope, and budget
      iv. Potential to generate high impact, scale, and obtain future funding
      v. Build collaboration across disciplines
   b. Applicants may be invited to pitch their proposal
   c. In submitting an application, CIS & EEE assume that all personnel have the authorisation and capacity to undertake the project

C. Funding
   a. Project funding is expected to be of order $30,000, but in exceptional cases funding up to a maximum of $60,000 AUD will be considered
   b. Funding is for a period of 12 months, with the expectation that an externally funded project submission will be made in that timeframe.
   c. Funding can only be spent in accordance with the authorised budget: variations would require advance approval from both Heads.
   d. Any alterations to the budget require approval
   e. Funding cannot be spent on the following:
      i. Salaries for existing continuing and fixed-term 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 & EEE
      v. Travel, conference, and accommodation expenses
   f. Unused funds remaining at completion will be returned.

D. Project management
   a. Project plans require the following information:
      i. Deliverables
      ii. Timelines, including milestones
      iii. Budget
   b. Project variations require approval from CIS & EEE Heads
   c. Governance of intellectual property is in accordance with The University of Melbourne's policies and procedures
   d. CIS & EEE are to be acknowledged on all publications and communications relating to the project

E. Personnel
   a. Project personnel comprises 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 Chief Investigator who is responsible for:
      i. Project Management and deliverable
      ii. Budget management and expenditure
      iii. Compliance with CIS & EEE's rules, guidance, policy, and procedures
      iv. Reporting
   d. The 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

F. Reporting
   a. Present research findings at Department meetings in both CIS and EEE, including details of submitted grants in the 12 months following project commencement
   b. Provide CIS & EEE 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

G. 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