

Miscellaneous Small Grants Funding Rules

1. Submission Deadline

Applications for funding will be accepted at any time in 2021.

2. Details

The objective of College Miscellaneous Small Grant (CMSG) funding is to promote College research and scholarship of teaching performance, and professional development. The CMSG is intended to support College academics who have relatively low-budget research support and/or professional development needs, and to support other research-related activities likely to lead to ERA Eligible top-quality publications or external grant applications.

3. Eligible Activities

Support can be provided for the following activities:

- providing support for small scale research projects (max \$5,000);
- funding the finalization of a high-quality research publication, for example a quality journal article in a top journal, e.g. Q1 or top 10% Scimago, A/A* in ABDC/Law rankings (max \$2,000), or book published by a reputable publisher (max \$4,000);
- funding the organisation of a research workshop or conference that will bring substantial benefits to the College in terms of research (max \$3,000);
- funding visits by distinguished visiting research fellows to enhance collaboration with College staff and HDR students in relation to research outputs (max \$5,000);
- funding industry engagement for developing specific research funding applications (max \$5,000);
- funding professional development activities (max \$5,000);
- funding projects in the scholarship of teaching (max. \$3,000).

4. Participant Eligibility

4.1 Research-Related Activities Including Research-Related Professional Development

The first-named applicant or Chief Investigator (CI) on a CMSG application, including research-related professional development, will be a member of balanced or research-only staff of the College of Business, Government and Law (CBGL) employed at Level A or above under academic employment conditions at a minimum of 0.4 FTE for a full year, and be employed for the entire duration of the grant should it be awarded. Applications from staff at Levels A, B, C and D may be prioritised.

Additional Chief Investigators may include other academic staff and staff with academic status and may be employed at less than 0.4 FTE.

4.2 Scholarship of Teaching

Applicants on a CMSG application for scholarship of teaching activities will be a member of balanced or teaching-only staff (but not a sessional staff member) of the College of Business, Government and Law (CBGL) employed at Level A or above under academic employment conditions at a minimum of 0.4 FTE for at least one full year, and be employed for the entire duration of the grant should it be awarded. Applications from staff at Levels A, B, C and D may be prioritised.

These awards cannot be for the hiring of casual or sessional staff to work on teaching materials for topics or short courses/executive education or for teaching or being a teaching assistant.

4.3 Requirements of All Applicants

All applicants listed in an application must declare in their application any anticipated absences from Flinders University that are longer than one month (study leave, long-service leave, maternity leave etc.) and explain how the proposed project or activity will be conducted in view of the anticipated absence;

4.4 Application submission limits

While there are no formal limits on the number of College Miscellaneous Small Grant applications that may be submitted involving any one individual, the College has discretion not to fund multiple applications based on budgetary restrictions, or on their assessment of the individual's capacity to make a serious commitment to each project.

Staff who have been successful in obtaining funding under other College internal support schemes within the last three years may apply for new funding. However, the application must be made for a **different purpose** and there must be evidence submitted of a satisfactory deployment of previous funding.

5. Funding

5.1 Funding Period

Funding will be available to successful applicants for 12 months (the funding period). In exceptional circumstances the College may approve an extension to the funding period for up to 6 months. Requests for extension must be made in writing prior to 1 month before the end of the funding period.

5.2 Eligible Expenses

The following items are eligible for funding under CMSG:

- Personnel: e.g. RAs involved in the project for data collection and analysis, interviewing, transcription of interviews etc.; IT consultants where essential to the conduct of the research. Note: These awards cannot be for the hiring of casual or sessional staff to work on teaching materials for topics or short courses/executive education or for teaching or being a teaching assistant;
- Fieldwork and travel for data collection purposes: associated costs, including subsistence (for travel and accommodation, see standard rates on the application form);
- Maintenance/consumable items: essential to the conduct of research including costs incurred in the course of experiments and non-standard items, etc.;
- Equipment: where essential and not otherwise available, with preference given to equipment that can be made available to other members of staff after the end of the project. Equipment purchased with CMSG funds is the property of the College of Business, Government and Law.

5.3 Ineligible Expenses

- CI salaries or consulting fees;
- The hiring of casual or sessional staff connected to any form of teaching task e.g. lecture materials, marking, giving lectures, tutorials, developing or amending material for short courses, teaching, lectures, tutorials etc. etc.;
- Support for CBGL PhDs;
- Teaching or marking relief;
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery;
- Activities for which funding is available from other sources, for example, Outside Studies Program, Establishment Grants.

6. Applications

Applications for funding from the CMSG scheme must be made using the CMSG application form. All parts of the application form must be completed, and all supporting documentation supplied, for an application to be eligible for assessment. Each budget item should be precisely named and priced, reflecting the needs of the project or activity, and persuasively justified. Reference to any financial or in-kind contributions from other sources should be included on the Application Form.

Application forms and associated supporting documentation must be submitted to cbgl.research@flinders.edu.au.

7. Assessment Procedure

Applications will be assessed by an expert committee comprising senior academic staff members and top researchers at the College. Applications will be assessed based on significance and quantity of expected outcomes, and research track record.

The Dean (Education) will make recommendations to the Vice President and Executive Dean with respect to funding of scholarship of teaching.

8. Successful Applicant Responsibilities

Successful applicants will be required to:

- Obtain any ethics approvals prior to undertaking the work for which ethics approval is required;
- Ensure all expenditure is consistent with the application budget and all financial claims against the project account are submitted in a timely fashion and prior to the project end date. Monies will be recouped if not spent in the designated period;
- Submit to the College a report (using the relevant proforma available by contacting cbgl.research@flinders.edu.au) within 1 month of the end of the funding period.

COLLEGE MISCELLANEOUS SMALL GRANT APPLICATION

1. PROJECT / ACTIVITY DETAILS

Lead Applicant		
Funding Requirement		
Total Amount Requested <i>(This field auto-fills from Budget Total)</i> Maximum \$5000. If the request is greater, you may be eligible for a College Large Research Grant		
Project / Activity Dates	Start Date	Anticipated End Date
Ethics Approval	Not required	Go to Section 2: Applicant Details
	Required	Confirm Ethics Approval Status below
Ethics Approval Status	Not yet sought	
	Has been sought	Application Date
	Has been granted	Approval Number
Please check this box if you do not permit the use of this application for staff development purposes		

2. APPLICANT DETAILS

Named applicants on proposal:

- i. The first-named applicant must be from BGL and take responsibility for the project.
- ii. A [Chief Investigator/Applicant Profile](#) form **must** be completed and submitted with this application for each named applicant.

Number	First Name	Surname	No. Days <i>(Assigned to Project)</i>	Profile Attached
A1 (Lead)				
A2				
A3				
A4				
A5				

3. FUNDING STATEMENT

FUNDING STATEMENT - Describe the purpose of the funding and how it will increase the College of Business, Government and Law research capacity or output.

COLLEGE MISCELLANEOUS SMALL GRANT APPLICATION

4. BUDGET

A. Personnel *(Note: this form auto-calculates salary on-costs)*

Role	Level	Hours	\$/h <small>(excl. on-costs)</small>	On-cost \$/h <small>(will auto-fill)</small>	Amount <small>(will auto-calculate)</small>
TOTAL					

B. Equipment *(Indicate the cost of equipment and installation. Base the cost on the latest prices obtained from the supplier at the time of submission and do not simply estimate cost)*

Item	Amount
TOTAL	

C. Fieldwork *(For small research projects only. Costs associated with field research essential to the Project, including technical and logistical support)*

Item	Amount
TOTAL	

COLLEGE MISCELLANEOUS SMALL GRANT APPLICATION

D. Travel See [Standard Travel Rates](#) for airfares, accommodation, and meals and incidentals. Designate the costs clearly, itemising origins and destinations and carriers for travel, vehicle mileage rates, etc.

Item	Amount
TOTAL	

E. Other (e.g. software, catering, professional development training course or conference registration fees)

Item	Amount
TOTAL	

TOTAL REQUESTED

F. Justification of Budget

Justify below each budget item requested in terms of need and cost. e.g. a research assistant/technician with a specific level of expertise is required for 'x' number of hours.

Please submit with this application any supporting documentation for budget items.

COLLEGE MISCELLANEOUS SMALL GRANT APPLICATION

5. CERTIFICATION - APPLICANT

Lead Applicant:

I certify to the best of my knowledge that:

1. All the details on this form are true and complete;
2. I have complied with the Guidelines;
3. I understand and agree that all required ethics clearances, as outlined in the application form, must be obtained before the project commences and before any expenditure against the grant is made;
4. I understand that as the first-named Applicant, I take the responsibility for the project; and where I am employed full time on other research projects, I have demonstrated that I have sufficient time to commit to this project and I have demonstrated that my inclusion on this proposed project is compliant with my existing grant.

Sign

(Digital Signature)

[END OF FORM]

COLLEGE MISCELLANEOUS SMALL GRANT APPLICATION

STANDARD TRAVEL RATES - 2021

OVERSEAS			
Region	Flights (including taxes)	Accommodation (per day)	Meals and Incidentals (per day)
Asia	\$1200.00	\$155.00	\$ 50.00
North America	\$2000.00	\$175.00	\$ 50.00
Europe	\$2200.00	\$230.00	\$ 50.00
DOMESTIC			
Destination	Flights (including taxes)	Accommodation (per day)	Meals and Incidentals (per day)
Brisbane	\$450.00	\$205.00	\$ 50.00
Sydney	\$400.00	\$185.00	\$ 50.00
Canberra	\$550.00	\$168.00	\$ 50.00
Melbourne	\$300.00	\$173.00	\$ 50.00
Hobart	\$600.00	\$132.00	\$ 50.00
Perth	\$600.00	\$203.00	\$ 5000
Darwin	\$800.00	\$216.00	\$ 50.00