

Guidelines and Process: Applying for Co-Investment for Research Grant Applications in CMPH

1. DETAILS	
Name of Work Process	Principles and process for applying for co-investment from CMPH for Research Grant Applications
Owner	FHMRI Manager
Implementation Date	
Endorsement and Approval	Dean (Research):
	Vice President and Executive Dean:

2. PROCESS	
Purpose	<p>Although cash contributions to grant applications are not generally supported, where a cash component will provide significant strategic benefit or competitive advantage to a funding application, a staff member may request a cash contribution from the University (usually College + Deputy Vice-Chancellor (Research): University Research Budget (URB)). Co-investment funds are limited and a strong strategic case for funding must be made.</p> <p>This process outlines key principles and guidance for members of the College of Medicine and Public Health on requesting co-investments.</p> <p>All co-investment requests require initial support from the College Dean (Research), <u>prior to approval from the DVCR.</u></p>
Principles	<ol style="list-style-type: none"> 1. The strategic benefit to the college and university should be clearly articulated in the application. External funding applications where guidelines state that institutional co-funding is required will be prioritised over those with no requirement. 2. More than one college may be included in a co-investment request (e.g., if co-applicants are from other Flinders colleges, the applicants should discuss co-investment across all colleges involved). 3. In the case of fellowship salary gaps, the College will consider salary gap funding (exclusively from the College) only for nationally competitive, externally funded fellowships. Salary gaps from project-related grants will generally not be considered. 4. Generally, the return on investment to the University should be at least 4:1 (\$4 to the university for every \$1 of the co-investment). 5. Requests up to \$10,000 can be approved by Dean (Research); Requests >\$10,000 will be considered by the College Resource Committee. 6. Co-investment applications must be finalised and approved prior to inclusion in an external application. Applications must be submitted for consideration at least 2 weeks before the external funding deadline.

Process**Researcher Steps**

1. Read and understand the Flinders University Co-Investment Strategy (link below).
2. Requests must be made using the Co-investment funding request form (found on the Flinders University Co-Investment Strategy webpage – link below).
3. Carefully consider both the timing (phasing) and nature of funds (salary, stipend, non-salary expenses) requested
4. If the request is below \$10,000, complete the co-investment form and submit to cmph.research@flinders.edu.au directly. If the request is >\$10,000, please discuss the co-investment request with the CMPH Dean (Research) prior to submission of the co-investment form.
5. Requests must clearly outline the strategic importance, benefits, and likely financial return-on-investment in the application. Any additional co-funding from other colleges should be outlined on the form and approval sought from respective Deans of Research.
6. The College will forward supported co-investment requests to the DVCR for consideration.
7. Please ensure adequate time for the College and then Deputy Vice-Chancellor (Research)'s Office to receive, review, and consider the request prior to any external closing dates for the funding scheme. Forms must be submitted to cmph.research@flinders.edu.au at least 2 weeks prior to the external funding deadline.

Provision of co-investment funding:

1. A Co-investment commitment (from a college and the URB) to support a bid for external funding will be redeemable only if the application/proposal is successful and funded, unless otherwise agreed in advance between the Deputy Vice-Chancellor (Research) and the Vice-President and Executive Dean of the College.
2. Where an application/proposal receives less than the amount of funding sought, the Deputy Vice-Chancellor (Research) and the Vice-President and Executive Dean of the College concerned may agree to a proportional reduction in the amount of co-investment funding provided, subject to the rules of the funding scheme, or to any other agreements made in relation to the application.
3. Where successful, the researcher will receive notification of cost code establishment from Finance Portfolio.
4. **Please note:** funding from CMPH and University Research Budget (URB) has rules about carrying funds allocated for a given year into the following year. If your co-investment funding is activated, **please contact the CMPH finance team** (cmph.finance@flinders.edu.au) **as early as possible** to ensure your annual budget allocation is correct

	and that the salary and non-salary components of your co-investment align with your intended use of the funds.
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Related documentation	Flinders University Co-Investment Strategy Co-investment funding request form – to be downloaded from the Flinders University Co-investment Strategy webpage .
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3. REVIEW / VERSION CONTROL	
Review date	June 2025
Major or minor change	Choose an item.
Details of change	
Endorsed by Dean and Vice President and Executive Dean	Choose an item.
	Date:
Web/sharepoint site updated	Choose an item.
	Date: