# Macquarie University Research Infrastructure (Large) Scheme 2025

# APPLICATION FORM

**Faculty submissions due to the Research Services:**

**11.59PM 28 October 2024**

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**Formatting**

* All text must be in black type and 12-point Arial font or equivalent. Do not adjust the set margins.
* References, if required, may be reproduced in 10-point Arial font or equivalent.
* The application must be written so a *non-expert* in the field can understand and assess your application
* Single PDF only. Do not submit the Funding Guidelines with your application. All quotes or other relevant attachments must be included in the single PDF submission.
* Filename ‘Surname\_MQRIS\_large’
* Application form instructions (page 1) should be removed.

**Submission**

**Applicants must complete the application form and submit it as a single PDF (combined with any additional documents e.g., quotes) attachment to a** [**Pure Research Management System (PURE) application record**](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-management-system)**. Applicants *must* obtain the necessary approvals via PURE prior to the submission deadline.**

We recommend allowing a week for your application to progress through PURE to ensure all approvals are received before the due date. It is the responsibility of the applicant to ensure approval is finalised prior to the deadline.

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| **Faculty:** |  |

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| **Chief Investigator:** |  | **Phone:** |  |

1. **Expenditure Proposal**

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| **Item (short descriptive title – 5 words)** | **Cost** | **Faculty Contribution** | **Funding Requested from DVCR** |
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*Requests for any single item under the Faculty MQRIS (Large) are normally between $25,000 and $150,000. Applications for sums above $150,000 require a strong case to be put forward by the Faculty – this includes a cash contribution (co-funding) by the Faculty. Applications consisting of a collection of minor items are strongly discouraged and will be ruled ineligible if they do not constitute a coherent new facility (see Funding Rules).*

**Responses to Sections 2 – 5 should be answered in sufficient detail to provide assessment against the funding rules for the Scheme. Applicants who fail to provide enough information and justification for the equipment in their application may not be assessed by the panel.**

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| 1. **Brief informative description (maximum 300 words) of the equipment/facilities requested, together with its benefits, purpose and projected operating life** |
| The description should include:   * How it will benefit research excellence in the Faculty/Faculties * Anticipated impact, outcomes and/or engagement from the acquisition of this equipment * How the equipment will assist in attracting external, HERDC reportable research income * Define, if appropriate, how this equipment enables consilience (multidisciplinary) across campus |
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| 1. **Budget Justification** *(you must attach current and accurate quotes)* |
| * Provide a justification for the cost of the item (including evidence of competitive quotations) and detail how costs of ongoing maintenance and consumables will be met. * A budget must not state proposed expenditure in general terms. It is essential that accurate costings are provided (**exclusive of GST**), and that a strong and detailed justification is given for all requested budget items. * Quotes for all requested items of equipment must be included with the application (hard copies will not be accepted). Quotes should be sourced in consultation with the [ProcureRight](https://mqoutlook.sharepoint.com/sites/mq-procurement) Framework using the [RFQ Template.](https://truth.mq.edu.au/share/id/mqu4okf9) The [ProcureRightDesk@mq.edu.au](mailto:ProcureRightDesk@mq.edu.au) may be contacted for assistance and guidance. It is expected that the quotes will be in $AU and have been checked for accuracy prior to submission. Any errors in the submitted quote will negatively affect the funding outcomes. * Please include the account details if any contribution is coming from any other sources. * Please make sure that all quotes include shipping costs where applicable. |
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| 1. **Researchers benefiting from this equipment** |
| Provide a list of the researchers who will most benefit from the equipment or facilities, including:   * Their title and full name * Position held * Number of HDR candidates currently supervised by staff who will regularly use each item of equipment/facility requested * Estimate of usage (hours per month) by each staff member and their HDR candidates   *When competitively assessing the bid, the Selection Panel may access the research records of named researchers to establish the strength of their track record.* |

*Add rows as required*

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| **Investigator** | **Position** | **Number of**  **HDR Students** | **Usage (Hours per month)** |
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| 1. **Location and space requirements (up to 100 words)** |
| Identify where the item will be located. Where there are requirements for new or refurbished space, the application must include certification from Property or relevant Faculty Technical Operations Manager that the requested space will be available. Where the equipment will be used within a MQ research animal facility, the application must include certification from the Head: MARS that this has been approved. Without this certification, the application will be deemed ineligible. |
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**Certification by Property (where refurbishments are required) /   
Certification by Head of MARS (where infrastructure will be used in a MQ animal research facility)**

I confirm that installation of the purchase has been negotiated and agreed with Property/MARS:

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| --- | --- |
| Name (Printed): | |
| Signature: | Date |

***Note for Faculty of Science and Engineering applications****: All applicants from the Faculty of Science and Engineering must discuss their plans to purchase any equipment with Karl Lukezic, FSE Technical Manager, prior to submitting an application. Written approval from the Faculty Technical Manager to accommodate the proposed equipment must be included with applications (an email attachment from Karl Lukezic will suffice).*