Macquarie University Research Centre (MQRC) Proposal

Applications must effectively address the Selection Criteria for the MQRC Scheme and follow the format given below. You should also refer to the MQRC 2013 Funding Rules for guidance.

Formatting

- All text must be at least 12-point font size, in black type, and in a single column.
- A highly legible font type must be used, such as Times New Roman or Arial.
- All margins must be at least 2cm.
- Variants such as mathematical typesetting languages may also be used.
- References may be reproduced in 10-point font size.

1. Introduction and Overview (max. one A4 page)

Provide the proposed name of the Macquarie University Research Centre, and summarise the proposed research and other activities. Outline the origins and history of the proposed Macquarie University Research Centre (e.g. its development from a Faculty Research Centre, or a CoRE), where it is to be academically and physically located, and its central areas of research activity. You should also outline which Departments/Faculties are to be involved, with supporting statements from all relevant Heads of Departments and Executive Deans of Faculties as appropriate.

Explain why designated status as a Macquarie University Research Centre is justified and would be of benefit to the University (see Appendix 1 of the MQRC 2013 Funding Rules).

Justification and benefit to University:

- Relationship to MQ@50 Plan
- National Research Priority Areas and Goals
- What makes your group unique in the field
- National and International profile and standing

2. Research Performance of Proposed MQRC Members (max. one A4 page)

Summarise the research track records of nominated members of the Centre (as a group) over the past 5 years: ideally this should be in tabulated form including numbers of refereed publications or equivalent research outputs, HDR student enrolments and completions, and external competitive research grant or contract income. You should also include information demonstrating quality and impact on the research field of the research outputs from the members (this may be demonstrated through citation counts, peer esteem factors, or other forms of impact and/or recognition). You should also consider the impact of the Centre’s research outcomes on potential end-users.

Also include details of your history of collaboration:

- Inter departmental, other universities and industry
- International collaboration

Note: Full CV and publication information should be provided in #8 and #9 (see below for full details).

Macquarie University Research Centres Scheme 2013
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3. Aims and Objectives (max. two A4 pages)

Outline the aims and objectives of the proposed Macquarie University Research Centre over the 5-year initial life of the Centre. This should include both the aims and objectives of the research program, and broader aims and objectives of the Centre – e.g. how you are going to position the Centre for national leadership/international visibility, and what your strategy is for achieving long term viability/funding of the Centre.

4. Key Performance Indicators (max. one A4 page)

List a set of Key Performance Indicators for the first year of operation of the proposed MQRC. As far as possible, these performance indicators should be quantitative, with particular reference to joint publications, grants, etc. The performance of the Centre will be evaluated against these KPIs in the first annual review. A list of standard KPIs is given in Appendix 2 of the MQRC 2013 Funding Rules – it is not necessary to use all of the KPI’s and you may suggest others which are more appropriate for the proposed MQRC.

5. Membership and Governance (max. one A4 page)

Identify the proposed Centre Director. NB: each proposal may nominate a single Director; co-Director nominations are not permitted. Detail the proposed Director’s experience in research leadership and management (Appendix 3 of the MQRC 2013 Funding Rules lists some of the roles and activities the Director will need to undertake). Describe the management structure of the proposed Centre – this will normally include an Executive or Management Committee comprising the Director and senior researchers leading key parts of the program. List the proposed membership of the MQRC and describe how future membership will be determined (entrance and exit criteria).

Describe your proposed Advisory Board structure. Ideally the Board should include the relevant Executive Dean(s), at least two members from outside Macquarie University, and at least one international member. One of the external Board members should be the Chair. The external Board members should represent the industrial/commercial/community side of the research. They should be chosen with a view to supporting the long-term strategy, plans for partnerships (e.g. in relation to future CRC or CoRE applications, large grant applications), engagement with end-user organizations etc. The Board must meet at least once a year, ideally twice in the first year. The Centre Director should be present at these Advisory Board meetings.

6. Research Facilities and Infrastructure (max. ½ A4 page)

Provide a brief description of the research facilities and infrastructure that the proposed MQRC will require and whether or not these are available. If the required research facilities and infrastructure are not currently available, outline how they will be acquired.

Provide a brief description of the research facilities and infrastructure provided by the proposed MQRC and the research opportunities afforded by these facilities. In particular, include information about:

- Description/Location
- Managing access for all users (including non-Centre personnel)
- Maintenance of facilities
- OH&S
MQRC 2013 Proposal Template

7. **Budget and Financial Plan (max. one A4 page)**

Briefly summarise and refer to attached spreadsheets (if required) to demonstrate both current research funding and evidence of continuing financial viability over the next five years, identifying the main likely sources of research funding. Give an indicative budget for expenditure of MQRC funding for each year of the 5-year funding period for the scheme. Additionally, outline the plan for project funding, including how currently-funded projects fit in to the MQRC research plan, and what plans there are for seeking future project/program funding to sustain the Centre’s research program over the 5 years of MQRC funding.

Five Year Operating Budget:
- *Includes administration costs, maintenance and consumables, workshop support, travel support, etc.*
- *Integrated with Host Faculty Operating Budget and approved in consultation with the Host Executive Dean.*
- *Demonstrate how the Centre will move to self sufficiency over life of the Plan.*

Five Year Financial Plan showing Research Income Growth, management of Research Grants:
- *Must be linked to Operating Budget (i.e. HDR numbers, JRE income, etc).*

8. **CVs**

For the proposed Centre Director, include a two A4 page CV (noting Appendix 3 of the MQRC 2013 Funding Rules which lists the roles and responsibilities of Centre Directors).

For each other proposed Centre member, include a one A4 page CV.

9. **Research Publications/Outputs**

For each proposed Centre member (including the proposed Centre Director), include a list of research publications/outputs over the past 5 years.

10. **Faculty Executive Dean Support**

Please provide a scanned letter signed by the Host Faculty Executive Dean. This letter should comment on:
- the goals of the proposed research program;
- the relevance of the listed Key Performance Indicators (KPIs) to the Centre’s objectives, project outputs and outcomes, and their appropriateness for assessing the Centre’s performance;
- the innovative nature of the proposed research to be undertaken by this Centre;
- the expertise, capacity, suitability and commitment of all participants, particularly the Centre Director;
- the appropriateness of the organisational (governance) structure of the proposed Centre;
- the development of collaboration as a result of this Centre, particularly across different Departments or Faculties;
- the potential contribution of the Centre to HDR training;
- the likelihood that the proposed Centre will be self sufficient in the future; and
- the availability of sufficient office space and required facilities.