Applying for research funding

Research Services is responsible for the review and submission of all research grant funding applications on behalf of Bond University. Prior to submitting applications and/or expressions of interest to external funding organisations, Pre Award Support ensures:

- each application or expression of interest is compliant with the funding organisation’s guidelines and funding policies;
- the content of the application is competitive, accurate and appropriate funding costs are being requested;
- research being proposed is compliant with Bond University policy and the Australian Code for the Responsible Conduct of Research;
- the project description meets the definition of eligible research income for inclusion in Bond University Research Activity Report profiles and for reporting to the Australian Government’s Higher Education Research Data Collection (HERDC) - Eligible and Reportable Research Activity.

All competitive grant applications, research consultancies and direct or negotiated offers of funding for contract research must be reviewed, approved and certified by Bond University’s Research Services prior to submission.

The Deputy Vice Chancellor (Academic) is the delegated authorised signatory who can commit Bond University’s resources to eligible research activity and accept the terms and conditions of research funding agreements.

Finding research funding

The major Australian competitive grant funding scheme rounds are managed by the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC). Information regarding their grant rounds can be obtained from their respective websites.

You can also search and subscribe for information on all imminent funding opportunities advertised via Research Professional. Research Professional is a comprehensive funding opportunities database which enables researchers to find potential project funding from various Australian and international funding organisations and on occasion, from private sponsors.

Application process for all funding schemes (including ARC and NHMRC)

For all funding schemes including ARC and NHMRC, the application process is as follows:

Intending applicants must read the funding scheme’s instructions, funding rules and guidelines prior to writing a submission;

- Ascertain Bond University’s eligibility to apply as the administering organisation and manage the funding;
- Ensure the project proposal aligns with the funding organisation’s advertised funding criteria and their funding priorities;
• Ensure that appropriate indirect costs are considered for inclusion in the application’s budget – refer to TLR 5.01 + TLR 5.02 Research Overheads and Consultancy Policies (View via the Staff Intranet on campus)

• Calculate the value of any salary costs (View via the Staff Intranet on campus) and salary oncosts (View via the Staff Intranet on campus) for personnel who might be employed on the project.

Once all of the above eligibility criteria have been met, you must then:

• Seek approval and guidance from your Faculty Executive Dean and Associate Dean of Research to develop a funding application; and

• Ask what support is available from the Faculty Executive Dean and Associate Dean of Research e.g. Bond University’s Peer Review Process; and

• Complete the application in accordance with the specific funding scheme guidelines (note that some schemes require electronic submission, e.g. ARC, NHMRC); and

• Create an application in Pure; and

• 4 weeks prior to the funder’s advertised closing date, submit the final draft application to Research Services for compliance checking and review. You will also need to create an application in Pure and obtain Faculty approval by this date.

Research Services will then check your completed draft final application against the funding organisation’s guidelines and liaise with you regarding corrections, suggestions and advise of any non-compliance issues, particularly eligibility to apply or submit.

The application will also be checked for compliance with Bond University Approved Research Policies.

The research proposal’s budget will be checked to ensure that the project is recouping allowable direct and indirect costs. These are costs Bond University will incur as a result of conducting the research activity relating to your research project, or for your involvement in conducting research for other organisations.

**Authorisation/approval to submit an application for funding**

All eligible research applications, research consultancies and contract research proposals must be approved and signed by the Deputy Vice Chancellor (Academic) or delegate.

Advice of the outcome of your research funding submission

You will receive notification from the funding organisation on the outcome of your application. If the funder contacts you directly, please ensure you send a copy of the notification advice to preaward@bond.edu.au

**Once you receive a funding offer**

All research funding offers, agreements/contracts must be forwarded to Research Services for legal and financial review - prior to acceptance. The Deputy Vice Chancellor (Academic) is the delegated signing authority for Bond University research funding contracts and agreements.

For more information on delegated Bond University authorities please read FIN 4.02 Financial Delegations Policy (View via the Staff Intranet on campus)