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**Faculty of Medicine, Nursing and Health Sciences**

**Monash – Yale Strategic Grant Program in Metabolism**

**For Funding Commencing in 2017**

**GUIDELINES**

**Program Information**

Monash University’s Biomedicine Discovery Institute and Yale University’s Program in Integrative Cell Signalling and Neurobiology in Metabolism are pleased to offer funding opportunities for postdoctoral researchers in the field of metabolism. The **Monash – Yale Strategic Grants in Metabolism** are built on the common goals of the two Universities toward excellence in research, international scope, and innovation without borders or boundaries.

The aim of the **Monash – Yale Strategic Grant Program in Metabolism** is to fund projects and exchange researchers so as to develop and/or consolidate scientific cooperation between research teams in the areas of diabetes, obesity or metabolic disease. Objectives include support—on a competitive basis—for the development of research collaborations across the two universities that should lead to external funding applications for nationally and internationally competitive awards and /or new industry, government or community engagement.

The **Program** will award funding in two categories:

1. Support towards the cost of research (may include some travel); or
2. Support towards the cost of travel only.

Proposals are invited for 2017 that address metabolism in the following research areas:

* diabetes
* obesity
* metabolic disease

Successful applicants must undertake the research in 2017. The exchange of researchers will be funded to ensure that each researcher spends at least 3 weeks at the other institution.

1. **Eligibility Criteria**
	1. The main grant applicant must be a Monash University academic staff member – *Teaching and Research* (T&R) or *Research Focused (RF) or Research Only (RO)*. They must hold either a full-time or fractional appointment at or greater than 0.5 FTE (Monash University). Lead CI applicants must hold an expectation of employment over the duration of the grant and be able to dedicate sufficient time to ensure the project’s completion.
	2. Each application must have at least one Chief Investigator (CI) from Monash University’s *Biomedicine Discovery Institute*, and at least one Chief Investigator from Yale University’s *School of Medicine*.
	3. Researchers must be currently affiliated with their host institution for at least one full-time equivalent year leading up to their application.
	4. Applicants from either University must be permanent residents in the country of their home laboratory. Candidates from Yale University applying to be hosted by Monash University must be US citizens/permanent residents. Candidates from Monash applying to be hosted by Yale University must be Australian citizens/permanent residents.
2. **Funding**

Project grants:

Up to AUD$50,000 (max $10,000 included travel, adhering to the guidelines for travel grants for each trip).

Travel grants:

Successful applicants will be reimbursed for the cost of return airfares between Monash University and Yale University. Each return airfare will be funded to a maximum value of AUD$3,000.

In addition, funding may be provided to cover accommodation costs and daily living expenses, booked and paid in advance by Monash University or reimbursed to the researcher at the conclusion of their travel. The maximum value of a travel grant for any single trip is AUD$5,000 (inclusive of the limit on airfares).

1. **Application procedures**

Applications must be submitted on the Monash–Yale Strategic Grants in Metabolism application form in accordance with the eligibility and other criteria set out in this document. Monash applicants are advised that as these grants are not administered by the Monash University Research Office (MRO), an MRO coversheet is not required.

Application queries should be directed to the Monash-Yale Strategic Grant Program in Metabolism Administrator (Point of contact: Danielle Rika, ph. +61 3 990 29181, email: bdi-metabolism@monash.edu)

Application submission: Electronic copy only to bdi-metabolism@monash.edu

Closing Date: 11:59pm AEDST, Monday 21st November, 2016.

1. **Selection Criteria**

Projects will be assessed on the following areas:

* The alignment with Faculty research strategies and strategic benefit to Monash and Yale;
* Originality of the research project;
* Intellectual merit and soundness of planning and methodology;
* Potential for industry, government and/or external funding;
* Ability to generate new industry/community research relationships and demonstrate the strength of collaboration with industry /community; and
* Research Opportunity and Performance Evidence of the Investigators.

All eligible applications will be forwarded to the selection panel (including representation by respective Program Heads at Monash and Yale University) for assessment, comments and ranking.

1. **Application Submission Process**

Applicants must submit their applications directly to Monash University by email in accordance with the relevant procedures.

Applications must be submitted in full by 21st November 2016 in order to be eligible for consideration.

Each application must include a completed application form, with the following attachments:

* A current 2-page CV for each Chief Investigator;
* Letters of Support (1-page each) from each of the joint lead Chief Investigators. The letter must include approval of the work program and confirmation that the infrastructure required to undertake the research will be provided.
* A Research Project Proposal (maximum 3 pages) under the following headings:
* Supporting research/background to the project
* Aims of Project
* Methodology, research plan and timetable
* Role of personnel on the project
* Outline any previous collaborative successes

References must be provided at the end of the proposal, and there is no page limit on the reference list.

Applicants must ensure that all applications:

* Align with at least one of more of the strategic research focus areas/priorities of the Monash Biomedicine Discovery Institute.
* Provide a concise and clear statement of the rationale and aims and outline the project's novelty, innovation and significance.
* Outline the research proposal and the anticipated timetable so as to convince the panel of the project's merits and feasibility within the scheme’s time frame.
* Present the expertise and strengths of the investigators and any requested assistants or other members of the research team with their contribution to the project.
* Adequately justify the funds requested.
* Include any relevant track record information you would like considered by the panel.

All documents must be clearly named and submitted as individual PDF attachments in one email. Individual message size is institutionally limited to a maximum of 20MB and applications exceeding this cannot be accepted.

1. **Budget Information**

The maximum available funding for each individual application is AUD$50,000 for Project Grants and AUD$5,000 for Travel Only Grants.

The amount awarded to an application may be adjusted by reviewers based on availability of funds and demonstrated need. Funding is awarded for one year only, and applicants should intend to spend fund within the calendar year.

Applicants must specify the items sought, providing accurate costings for all items and quotes where the cost is likely to exceed AUD$3000. Although these quotes should not be included with the application, they should be made available upon request.

### Justification of Budget (max AUD$50,000)

The budget justification should be written under separate headings for travel, personnel, equipment, laboratory & operations, and other, corresponding to the entries made in the Budget Information section of the proposal.

***Travel:***

Travel funds may be provided for project-related laboratory work at partner organisations, visits to meet with researchers at partner organisations, and exchange programs between Monash University and Yale University. Applicants should justify the travel request strongly and provide an estimate of all travel costs, including fares and any required overnight accommodation.

Funding for travel to, and attendance at, conferences will NOT be funded as part of the Monash-Yale Strategic Grants in Metabolism Scheme.

***Personnel:***

For the personnel component, applicants should provide a clear outline of the expertise and skills required.

Please note CI salaries will not be allowed.

The panel must be convinced that the resources requested are necessary for the completion of the project. Where research assistance/technical support personnel is requested, it will be especially important to explain the relative roles of the applicant and the assistant. Specify details of the RA as to the salary level and number or hours/weeks of work required.

***Laboratory & Operations:***

List the expected cost of consumable research materials, animal costs, laboratory supplies and any other operational costs including Service Fees to access Research Platforms (e.g. CAVE, MCN, MCEM, etc.), or to purchase products of platforms. The justification of the expense must be included (e.g. 5 hours of CAVE use at $XX per hour).

***Other:***

You may include any other legitimate budget items if it can be demonstrated that the objectives of the proposed project cannot be attained without such expenditure.

1. **Notification of Application Outcome and Exchange Administration**

Applicants will be informed of the outcome of their application no later than Friday 9th December 2016.

Each Letter of Award issued to successful applicants will include the name and contact details of the representative from the host institution who will be responsible for the administration associated with the finance and logistics of the exchange.

Successful applicants will also be introduced to a representative from the host institution who can provide advice regarding the visa application process for travel to the host country. Successful applicants must ensure they adhere to their home institution’s travel insurance policy and also that of the host country with respect to health insurance.

1. **Expenditure and Grant Reporting**

All funds awarded under this program must be committed and expended by 31st December 2017; goods are to be received and invoices for such goods are to be submitted for payment prior to end-of year deadlines**.** Note that all expenditure must be in accordance with the budget proposed in the submitted application.

A progress and indicative budgetary report will be due in October 2017, to be completed on a template to be provided by the Monash-Yale Strategic Grants in Metabolism Administrator. In the event of legitimate project delays, time extensions may be permitted on a case-by-case basis.

Any funds remaining after 31st December 2017 must be returned to the Monash Biomedicine Discovery Institute’s Metabolic Disease and Obesity Program and may be reallocated to other funding priorities.

Successful applicants must submit a final report to the Program Manager within 4 weeks of final expenditure, or no later than 28 January 2018. Failure to submit a final report by the deadline will render staff ineligible for applying for future Monash-Yale Strategic Grant Program in Metabolism Funding.

1. **Contact Point for Applicants and Application Submission**

All enquiries from researchers regarding this scheme may be directed to the Monash-Yale Strategic Grant Program in Metabolism Administrator (Point of contact: Danielle Rika, ph. +61 3 990 29181, email: bdi-metabolism@monash.edu ).

Application submission: Electronic copy only to bdi-metabolism@monash.edu

**Application submission deadline**

11:59pm AEDST, Monday 21st November, 2016.