Interdisciplinary Seed Funding Program Rules 2020

A. Purpose
- a. Melbourne Centre for Data Science (MCDS) is a cross-disciplinary research centre at the University of Melbourne
- b. MCDS receives funding from the School of Mathematics and Statistics, the School of Computing and Information systems and Chancellery.
- c. Seed funding is intended to develop new research projects and collaborations that advance data science and the utilisation of data science in other domains and have the potential to scale to obtain future funding.

B. Project Selection
- a. Projects are selected by MCDS on the following criteria:
  - i. Alignment with the Centre's mission and the outlined goals
  - ii. Project novelty and innovation
  - iii. Feasibility, scope and budget
  - iv. Potential to generate high impact, scale and obtain future funding
  - v. Build collaboration across disciplines at University of Melbourne
- b. Applicants may be invited to pitch their proposal
- c. In submitting an application MCDS assumes that all personnel have the authorisation and capacity to undertake the project

C. Funding
- a. Project funding will be offered up to a maximum of $20,000AUD
- b. Funding is for a period of 12 months
- c. Funding can only be spent in accordance with the authorised budget
- d. Any alterations to the budget require approval from the Centre
- e. Funding cannot be spent on the following:
  - i. Salaries for existing continuing and fixed-term position at the University of Melbourne (including teaching relief)
  - ii. Internal overheads and other faculty charges
  - iii. External collaborators, organisations, consultants or any other supplier outside the University of Melbourne without explicit authorisation from MCDS
- f. A financial acquittal is required at the completion of the project
- g. Unused funds remaining at completion will be returned to the Centre

D. Project management
- a. Project plans require the following information:
  - i. Deliverables
  - ii. Timelines (including milestones)
  - iii. Budget
- b. Project variations require approval from MCDS

    c. Governance of intellectual property is in accordance with University of Melbourne's policies and procedures

    d. MCDS is to be acknowledged on all publications and communications relating to the project

E. Personnel

    a. Project personnel comprises researchers and external collaborators

    b. Researchers are University of Melbourne staff working on a project

    c. Researchers on a seed funded project are associated with the Centre's research community and

        i. Have the opportunity to participate in Centre research activities; and

        ii. Are entitled to refer to themselves as an MCDS researcher while the remain active on the project

    d. Each project has a Chief Investigator who is responsible for:

        i. Project management and deliverables

        ii. Budget management and expenditure

        iii. Compliance with the Centre's rules, guidance, policy and procedures

        iv. Reporting

    e. The Chief Investigator is required to hold a salaried academic appointment at The University of Melbourne for the duration of the project. Should the Chief Investigator leave the University of Melbourne, their duties will be transferred to another researcher.

    f. Personnel must disclose any real, potential or perceived conflicts of interest

    g. Researchers not affiliated with the University of Melbourne are external collaborators

F. Reporting

    a. Publish findings in an open and accessible manner in a format agreed to with the Centre

    b. Present research findings at least one public event throughout the duration of the project

    c. Provide the Centre with details of any publications, conference papers and seminars, media coverage or additional grants arising from the project and for three years following the completion of the project

G. Revocation

    a. Seed funding can be revoked due to:

        i. Unsatisfactory project performance

        ii. Failure to commence withing 6-months of receipt of funding

        iii. Provision of false or misleading information

        iv. Failure to adhere to these rules