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| **Melbourne Disability Institute  disability.unimelb.edu.au** | **T. +61 3 8344 2813**  **E. md-i@unimelb.edu.au** |

# Melbourne Disability Institute

## COVID-19 Funding Guidelines

In response to the COVID-19 pandemic, the Melbourne Disability Institute (MDI) has committed funding from our existing Seed Funding into a new funding scheme, MDI COVID-19 Fund**. The MDI COVID-19 Fund aims to address the immediate, urgent and significant impacts the COVID-19 pandemic is having and will continue to have on the wellbeing of people with disability, their families and carers.**

MDI COVID-19 FundApplication is open to all University of Melbourne Researchers who have **interdisciplinary research projects** that addresses an **identified need, gap or deficiency in responses to COVID-19 which affects people with disability, their families and carers**.

Additionally, to respond to the urgent and evolving nature of the pandemic, the project will need to demonstrate **Immediate Impact, where:**

***Immediate Impact*** *is defined as having* ***Outcomes*** *that are* ***practice or policy*** *relevant in the* ***Acute and/or Adjustment Phases*** *of the pandemic.*

***Outcomes*** *is defined is anything that you can do, make or produce because of your research.*

***Impact Phases****: Acute: <2 months; Adjustment 2-6 months; Recovery >6months*

Funding will be awarded to a **maximum value of $20,000**. In exceptional instances, and where appropriate, MDI will consider applications for a higher amount.

MDI COVID-19 FundApplications **open Friday 3 April 2020 at 9am and close Wednesday 15 April 2020 at 5pm.**

## Eligibility

Researchers from all disciplines across the University of Melbourne are eligible to apply. Please refer to Section 6 of this document for further guidance on Researcher eligibility.

Additionally, the proposed project must focus on COVID-19 research related to disability.

## Application Process

**Applications open Friday 3 April 2020 at 9am.** MDI are available to assist you in your application and encourages applicants to contact the MDI to discuss their proposals before submitting an Application form. Additionally, if you intend to **submit an application for funding that is greater than $20,000 you must contact Tessa de Vries at** [tessa.devries@unimelb.edu.au](mailto:tessa.devries@unimelb.edu.au) prior to submitting your application.

**Applications close Wednesday 15 April 2020 at 2pm** and will need to be submitted by emailing a completed Application Form to Tessa de Vries at [tessa.devries@unimelb.edu.au](mailto:tessa.devries@unimelb.edu.au). Given the current climate, if you have extenuating circumstances and require an extension to this deadline please contact Tessa de Vries to discuss.

We have tried to make the application process as accessible as possible, however, if you encounter any difficulties, please contact us.

## Selection Criteria

The projects will be evaluated by **six criteria selection criteria that are equally weighted**. The selection criteria are:

* The project is addressing an identified need or gap, informed by emerging evidence and networks
* Robust and scientifically appropriate research design and methods
* Co-production of research design and outcomes
* Expected social, economic and policy impact
* Time to outcome and impact
* Feasibility of project (i.e. requested budget, in-kind contributions, expertise and relevant networks for translation)

## Review process and outcome

The evaluation of the applications will be conducted by a Review Panel. The Review Panel will consist of the two MDI Directors and invited academics. The applications will be reviewed by the panel and a cumulative score will be provided out of 5 for each application. The applications that meet the selection criteria and are considered high quality and likely to achieve the intended outcomes of this scheme will be funded.

A funding outcome will be communicated to applicants, as per 6.2.4 of this document, no later than Monday 20 April 2020.

## Acceptance of granted funds

If you have been successful in the funding round you will be provided with an MDI acceptance form, which requires you to accept the Funding Terms and Conditions and provide a valid Themis Account String.

## Funding Terms and Conditions

* 1. **Melbourne Disability Institute**
     1. The Melbourne Disability Institute (MDI) is an interdisciplinary research institute at the University of Melbourne.
     2. The MDI catalyses innovative interdisciplinary research to establish the University as a leader in addressing the impact and embracing the opportunities of connectivity for society.
     3. The MDI receives funding through the Deputy Vice-Chancellor (Research).
     4. To further research and support interdisciplinary collaborations across the University, the MDI provides COVID-19 Funding for new research projects.
     5. The COVID-19 Funding is administered by the MDI in accordance with these Terms and Conditions.
     6. MDI staff will provide appropriate guidance, support and assistance to researchers to facilitate the successful completion of projects.
  2. **Project Selection**
     1. Project selection is administered by the MDI.
     2. To be eligible for consideration, Researchers must submit a compliant Expression of Interest form by the applicable closing date and time, specified in Section 2 of these Guidelines.
     3. Applications will be considered by the MDI Review Panel.
     4. Following the review, as per Section 4 of the Funding Guidelines, the MDI Review Panel will provide one of the following outcomes: Approved; Rejected; Conditional Approval, seek additional information; or Request resubmission of an application in another funding round.
     5. Funding decisions are at the sole discretion of the MDI Review Panel.
  3. **Funding** 
     1. Funding amounts are at the discretion of the MDI.
     2. Funding can be requested for Researchers, Research Translation costs, External Collaborators (particularly community organisations who are partners on the research project), equipment, access to data, consumables, communications and any travel costs. Note that current travel restrictions must be adhered to.
     3. Any assets purchased and unused funds remaining at project completion will be returned to the MDI.
  4. **Researchers**
     1. Researchers are University of Melbourne staff working on the project.
     2. All projects must nominate a Coordinating Investigator who has a salaried academic position of at least 0.4FTE at the University of Melbourne.
     3. Researchers associated with the project are part of the MDI’s research community and are:

(a) Invited to participate in research activities associated with the MDI; and

(b) Entitled to refer to themselves as an MDI researcher while they remain active on the project.

* + 1. All researchers must disclose any real, potential or perceived conflicts of interest.
    2. Researchers must provide timely responses to requests from MDI staff.
    3. Researchers are encouraged to actively participate in the MDI’s engagement activities, such
    4. as events, lectures, seminars and workshops.
    5. In submitting an Expression of Interest, it is assumed that all Researchers have consulted with their Head of Department and have the capacity to undertake the project.
    6. Intellectual property is governed in accordance with University of Melbourne’s policies and procedures.
  1. **External Collaborators**
     1. Staff working on the project who are not affiliated with the University of Melbourne are External Collaborators.
     2. All External Collaborators must disclose any real, potential or perceived conflicts of interest in relation to the project.
     3. Governance of external relationships and intellectual property is in accordance with University of Melbourne’s policies and procedures.
  2. **Reporting**
     1. Provide occasional updates on project performance to the MDI team as requested.
     2. Publish findings in an open and accessible manner in a format agreed to by the MDI.
     3. Provide the MDI 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.
  3. **Communication**
     1. Researchers may be asked to present their work at MDI events and forums.
     2. Provide project materials and updates to support the MDI’s marketing and communications as activities.
     3. Researchers are asked to reference the MDI on all academic, general and media publications and work relating to or arising from the project.
  4. **Revocation**
     1. COVID-19 Funding can be revoked by MDI for:

1. Failure to adhere to any of these terms and conditions.
2. Failure to commence within two weeks of receipt of funding. Evidence required.
3. Provision of false or misleading information in the MDI COVID 19 Funding Application form.