RESEARCH INFRASTRUCTURE PROGRAM (GURIP)
2025 GUIDELINES

Key Dates

Scheme opens – 1 July 2024

Begin consultation with Technical/Operations Managers, eResearch, and Campus Life – from early July 2024

For submission of applications to Dean Research Office – 16 August 2024

For submission of Group recommendations to Office for Research – 4 October 2024

Purchase order number provided to the Office for Research – 30 June 2025

Funds fully expended as per approved grant – 31 December 2025

PURPOSE

The University receives Commonwealth funding to support its Australian Competitive Grants through the Block funding. Since 2001 the University has distributed a significant proportion of this funding via the Griffith University Research Infrastructure program (GURIP).

GURIP supports the objectives of:
- Ensuring that the University's research centres/institutes and schools have access to the infrastructure to support research, including higher degree students.
- Enhancing support for areas of research strength; and
- Encouraging researchers within areas of research centres/institutes and schools to develop collaborative arrangements amongst themselves, across the University and with external organisations.

GURIP differs from the Griffith University Research Infrastructure Investment Scheme (GURIIS) in that it is focused on funding **new equipment with innovative applications** that will expand Griffith's research capability and capacity, and improve research quality. As part of the Research and Innovation Plan 2021-25, a key outcome for the portfolio of Research Infrastructure is an integrated and strategic approach to maintaining, replacing and growing Griffith research infrastructure. GURIP is part of the mechanism that will assist the University to achieve this goal.

NHMRC EQUIPMENT GRANT

The NHMRC also provides an annual equipment allocation to support research funded through the NHMRC. The NHMRC Equipment Grant is allocated through the GURIP grant process and the funding in the 2025 round will be directed towards one of the GURIP grants awarded.

At least one applicant on a GURIP application must currently hold an NHMRC grant to be considered for this funding.

The NHMRC's objectives for awarding Equipment Grant funding are:
- Institutions are to be strategic in the purchase of larger items of equipment that will benefit health and medical research in Australia.
- Equipment will be used collaboratively.
- To support, where possible, the purchase of Australian-made equipment.

While considering these objectives, the NHMRC requires the following criteria to be met:
- The equipment should support the highest quality health and medical research funded by the NHMRC (or through another competitive grant process);

- Consideration should be given to whether similar equipment can already be accessed in the University or region; and
- Thought should be given to the collaborative gain to be achieved through the use of the equipment e.g. multi-user equipment which crosses disciplines, research groups and departments.

FUNDING

NOTE: Funds must be fully expended by 31 December 2025.

The **minimum** request for individual items *or* a cohesive package of equipment is $30,000.

The **maximum** request for an individual equipment *OR* a cohesive package of equipment is $300,000.

Equipment priced over $300,000 may be sought provided other funds are available to fund the difference between the GURIP and the equipment price. The **minimum value** for contributions from individual researchers or Elements **is $5,000,** or the exact amount if the difference between the cost of the infrastructure and $300,000 is lower than $5,000.

The source of funding must be identified at the time of application and account details included in the application.

ASSESSMENT CRITERIA

The primary criteria for assessing applications are:

Track record of the applicants – 50%
Relative to opportunity, as assessed by standard research performance indicators – research income, research publications and research higher degree completions.
For those successful in previous GURIP funding, demonstration that CIs have effectively utilised the infrastructure/equipment to deliver research outcomes and that they have met their reporting obligations.
ECRs and MCRs are encouraged to apply, with track record assessed relative to career stage.

Equipment addressing the need in an area of strategic research priority for the University - 50%
The extent to which the equipment will address a need in an area of strategic priority by filling a gap in current research infrastructure or increasing research capability and capacity through the replacement of ageing equipment with better technology.

Applications seeking funding for equipment that will be located in centralised, iLab core or shared facilities, such as those that are centre, institute, or school based, will be considered favourably.

ELIGIBILITY CRITERIA

EQUIPMENT

The equipment/facilities must be identified as a priority by the Academic Group.

Requested equipment **must not** be suitable for an application to the ARC Linkage Infrastructure, Equipment and Facilities (LIEF) scheme or the Griffith University Research Infrastructure Investment Scheme (GURIIS). GURIIS applications are typically for replacement of ageing equipment in centralised or shared facilities rather than procurement of new equipment needed to enhance the competitiveness of researchers and increase research capability and capacity.

All equipment purchased under this scheme remains the property of Griffith University.

Eligible for funding
- An item of equipment or a cohesive package of equipment items (i.e. a suite of equipment which obviously contributes to a particular type of research), installation and maintenance for one (1) year.

- Maintenance of existing pieces of major equipment in an area of research strength where there is a short-term inability to fund the maintenance from existing resources.
- Non-capital aspects of facilities such as libraries, computing centres, animal houses, specimen collections, experimental sites
- Subscriptions to external research facilities including databases.
- Databases.
- Bibliographic materials.
- Salaries of research support staff (including research assistants and technicians) employed to construct, develop or provide short term operational support for the infrastructure. Beyond this, salaries of research support staff should be accommodated in user charges and via other funding sources. This may include training costs for ensuring equipment is used by as many people as possible, provided it is justified within the proposal.
- Other equivalent resource materials.

Ineligible for funding
The following are not regarded as research infrastructure for the purpose of this scheme:

- Any piece of equipment/infrastructure that is not specifically for research purposes.
- Capital works.
- Salaries of teaching and research staff (including the cost of "buying time" to free such staff to do more research).
- Computing capability that is more suitable to being funded by the Electronic Infrastructure Capital Program (EICP).
- Analytical equipment time.

Quotations
Applications <u>do not</u> need to include a copy of the supplier's quote for the equipment, **however** they must be provided to the Group Technical/Operations Managers for review.

Quotes or tenders for successful GURIP applications will be co-ordinated with the Procurement team in collaboration with Group Technical Managers following notification of the successful outcome of applications.

- Purchases of $50,000 to <$300,000 require three written quotes.
- Purchases over $300,000 are subject to a tender process.

Cost estimates, including the cost of warranties and maintenance contracts, and data storage and associated IT costs, must be included when preparing the application.

If the estimate deviates by more than 10% from the amount included in the application, the applicant will be asked to provide the difference in funding from another source.

All costs must be priced GST exclusive. The cost of GST may be part of the purchase price, but it will not be charged to the GURIP account. Instead, the GST will be paid by the University and then reclaimed from the Australian Tax Office.

The full Griffith University procurement and supply policy can be found in the policy library here.

ACADEMIC GROUP AND OTHER CONTRIBUTIONS
It is the Lead CI who is responsible in ensuring all contributors are aware of the details below.

All applications **must** include a significant cash co-contribution from the Academic Group, Research Centres, Institutes or external source, and the co-contribution amount must be consistent with the Academic Group's ranking of the Group's applications.

Total co-contributions from Academic Groups must be at least 15% of the total purchase price of the research Infrastructure requested. All cash contributions are to be spent on the physical purchase of the equipment.

Individual researcher or Element cash contributions will be well received for applications greater than $300,000. The **minimum value of contributions** from individual researchers or Elements **is $5,000**, or the exact amount if the difference is lower. The source of funding must be identified at the time of application and account details included in the application.

Applicants wishing to contribute funds from **existing ARC / NHMRC grant funding must consult with the Office for Research (Post Award Team) to obtain approval from the relevant funding body before submitting the GURIP application**. ARC/NHMRC grant funding can only be used for the actual purchase of the equipment (e.g., no analytical time buying of equipment).

CHIEF INVESTIGATORS

Groups of researchers within Griffith University's research centres/institutes and schools are invited to apply for this scheme. **Proposals led by early and mid-career researchers are strongly encouraged. Single Chief Investigator applications are ineligible.**

Any Chief Investigator may only be named on two GURIP applications whether as first or subsequently named. Any additional applications bearing the name/s of participants (whether first or subsequently named) will be deemed ineligible. In this situation, the Office for Research will give participant/s the opportunity to nominate which of their application/s, from the total number they have submitted, will be withdrawn from the round.

The first named Chief Investigator is the administrative contact for the application and if successful, will be responsible for all aspects of grants including the purchasing of equipment, financial acquittal and progress reporting.

Please note: Responsibility for this **may not be** assumed by a subsequently named Chief Investigator unless the first named Chief Investigator leaves the university or has accepted a new role.
If the Facility Manager is to take responsibility for these tasks, they **must be** listed as the first-named Chief Investigator.
The Office for Research must be advised of such changes should the above occur.

Applicants are encouraged to **only** include significant users of the proposed equipment rather than many occasional users.

IDENTIFICATION OF SUITABLE SPACE AND OPERATIONAL ISSUES

Each application must specify the approved location to house the equipment and confirm that the Academic Group Pro Vice Chancellor in control of the space agrees to this location.

For larger pieces of equipment consideration must be given to the type of space and service infrastructure required. Applications that request funding for new equipment or facilities that have special installation needs (e.g. special air-conditioning, additional services such as three-phase power, water, or renovations) or ongoing maintenance **must** explain how these costs will be met over the life of the equipment. In these instances, Campus Life must be consulted prior to applying.

Where the requested equipment requires modification to existing space, applicants **must** discuss their proposals with Campus Life, obtain documented Campus Life Facilities estimates for the work and attach a copy to the application. As the GURIP does not provide funding for capital works, applications must identify how these costs will be met if the application is successful. Failure to address these issues may result in funding being withdrawn.

Each application must budget for, and include information on, the warranty period and the term and cost of service/maintenance contracts for the purchased equipment, and any associated data management and IT costs in consultation with the Head of eResearch and Specialised Advisory.

Note - The Lead Chief Investigators must begin consultation with the Group Technical Managers/Partners or Element Operations Manager on the proposed location, services, and eResearch requirements of the equipment and WH&S considerations, ideally four weeks before applications are due to the Director/Head of School or Group Dean Research/PCV, and no less than one month prior to submission of the application to the Office for Research.

Note - copies of all quotes must also be provided to the Group Technical/Operations managers If unsure about who can fulfill this role in your area, contact your Head of School to confirm who can act in lieu of the above roles (e.g., Dean Research, School Manager, etc.).

The Group or Elements must ensure that risk assessments are conducted for the equipment **prior** to purchase, and that the equipment can be operated in accordance with the relevant Acts, Regulations and the University's Health and Safety Policy.

Applicants should also consider if there are benefits of including the equipment within an existing iLab core (software for managing laboratory equipment and services). For more information on iLab email ilab@griffith.edu.au.

FUNDING / BUDGET JUSTIFICATION

Budget items detailed in the application **must** be priced **exclusive of GST**. The cost of GST may be part of the purchase price but it will not be charged to the GURIP account. Instead, the GST will be paid by a University account and then reclaimed from the Australian Tax Office.

Salaries of research support staff can be requested (including research assistants and technicians) to setup/construct the new research infrastructure, develop or provide short term operational support for the infrastructure. They must be clearly detailed, justified and budgeted in the application. Beyond this, salaries of research support staff should be accommodated in user charges and via other funding sources.

Where applicants are applying for equipment/infrastructure (including maintenance requests), which was included within an application to a previous University Infrastructure Scheme round, applicants must state why this further application is being made.

Where applicable, applicants are required to advise how GURIP funded facilities will generate income and indicate how these funds are to be used to support the ongoing maintenance of the facility, including consumables, service costs and dedicated technical or research assistant staff.

ASSESSMENT PROCESS

Each Dean Research or Director or PVC **must assess**, review and shortlist all applications submitted to the Academic Group. Each Dean Research, or Director or PVC **must submit** a ranked list to the Office for Research by closing date. Applications should be ranked by merit and fulfilment of the assessment criteria.

The Dean Research or Director or PVC will advise applicants who have not been approved to be considered for the Panel.

The ranked applications will be assessed, reviewed and shortlisted according to the assessment criteria, by a University Panel chaired by the Director of the Office for Research, and with at least one representative from each Academic Group as nominated by the Group Pro Vice Chancellors. The Panel may seek the advice of appropriately qualified assessors inside or outside the University, and may request additional advice from the applicants, but is not obliged to do so.

Where applicable, Group representatives will exclude themselves during consideration of any proposals in which they are an applicant or have some perceived conflict of interest.

POST-AWARD PURCHASING PROCESS

The Lead Chief Investigator must submit the following to the Office for Research (via internalgrants@griffith.edu.au**) before but no later than 30 June 2025:**

1. **Copies of final quote/s (or procurement waiver)-** to enable a GURIIS project account to be established;
2. **Confirmation that all Equipment orders** have been placed; and
3. **Provide Purchase Order number/s.**

Once successful notification has been received, and the applicant has accepted the GURIP offer, the purchasing process can proceed to the quotation (for equipment under $300,000) phase, or the tender process or waiver phase (for equipment over $300,000), that will be supported by the procurement office.

The Lead Chief Investigator **must** liaise with the Category Manager, Procurement in collaboration with the Group Technical Managers on the technical specifications of the equipment / facility, warranty periods, maintenance contracts and the quotation process.

DURATION OF AWARD

GURIP funding is awarded for **one year only** commencing 1 January 2025.

Funds **must be** fully expended by 31 December 2025 and any funds remaining after this date will return to the DVC-R.

FINAL REPORT

A final report, consisting of a summary of the level of usage of the equipment, preventative maintenance performed and any repairs needed, is required within 12 months of delivery and installation.
The report must be submitted to the Office for Research, via internalgrants@griffith.edu.au

ENDORSEMENTS AND APPLICATION SUBMISSION

The guidelines and application form are available on the Office for Research website at:
https://www.griffith.edu.au/research/research-services/research-grants/funding-opportunities/internal-grants

Before commencing the application, it is advisable to have early discussions with the Head of School or Director to confirm it complies with the Academic Group's strategic priorities. Early discussions with PVCs or Dean of Research are also recommended.

ENDORSEMENTS

To confirm the eligibility criteria, all applications must obtain confirmation and endorsement from:

- Group Technical Managers/Partners or Element Operations Manager; **and**
- The Head of eResearch (when applicable).

In addition, endorsement is required from **one** of the below:

- Director or Head of School; **or**
- Dean of Research or PVC

Applications from Facilities that fall under the portfolio of the DVC(R) must be approved as follows:

- The General Manager for Institute for Biomedicine and Glycomics applications.
- PVC(R) for ADaPT applications.
- Director of the Office for Research for Bioresources Research Facility applications.

Applications **must** be approved as above prior to submission to the Office for Research.

The Dean Research or Director or PVC may withdraw applications that do not comply with these Guidelines or where they do not comply with the Academic Group's strategic priorities.

The Dean Research or Director or PVC will also notify applicants whose applications have not been approved for submission.

Each Academic Group will submit **a maximum of 5 GURIP applications**.

APPLICATION KEY DATES

CONSULTATION WITH TECHNICAL/OPERATIONS MANAGERS, CAMPUS LIFE AND E-RESEARCH

Consultation on space and services requirements should begin in <mark>early July</mark>.

Consultation with Head of eResearch on Data Management and Data Storage should begin in <mark>mid-July</mark> (for large data generation equipment).

CLOSING DATE TO THE DEAN RESEARCH OFFICE OR DIRECTOR

Dean Research Office internal closing date: <mark>5pm on 16 August 2024</mark>

Completed applications, including attachments (if applicable), are to be submitted to their relevant Dean Research Office or Director or PVC no later than the above closing date.

SUBMISSION

Applications must be submitted in full, including required attachments, via email to the relevant Office, as a single, pdf document, by relevant closing date using the following naming convention: [Lead CI Surname_2025 GURIP Application], *(e.g.: Smith_2025 GURIP Application).*

AEL Dean Research Office email:	ael-research@griffith.edu.au
GBS Dean Research Office email:	gbsdeanresearch@griffith.edu.au
HEALTH Dean Research Office email:	health-dean-research@griffith.edu.au
Institute for Biomedicine & Glycomics	chris.davis@griffith.edu.au
SCIENCES Dean Research Office email:	gsc-dean-research@griffith.edu.au
Office for Research (for **BRF applications**) email:	d.garklavs@griffith.edu.au
DVC(R) Portfolio (**ADaPT**) email:	a.bishop@griffith.edu.au

CLOSING DATE FOR DEAN RESEARCH OR DIRECTOR OR PVC(R) RECOMMENDATIONS TO THE OFFICE FOR RESEARCH

Office for Research closing date: <mark>5pm on 4 October 2024</mark>

Late applications will not be accepted. After submission, recommendations may be withdrawn but not amended.

Lodgment

Group Dean Research or Director or PVC(R) will submit all applications and their Group Evaluation Sheet, as electronic copies, to the Office for Research via internalgrants@griffith.edu.au no later than the above closing date.

OUTCOME NOTIFICATION

Applicants will be advised of outcomes by late November 2024.

Scheme enquiry contact: Lynette Farquar, acting Deputy Director – Research Services, Office for Research.

PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering the Research Infrastructure Program, assessing grant applications and reporting to university senior management. The information collected will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan