

RESEARCH INFRASTRUCTURE INVESTMENT SCHEME (GURIIS) GUIDELINES FOR APPLICANTS – 2025 ROUND

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 has committed limited term funding to support **replacement** of its ageing research infrastructure with the aim of:

- Mitigating Workplace Health and Safety risks associated with ageing equipment by ensuring key equipment is replaced in a timely manner with obsolete equipment appropriately decommissioned.
- Encouraging shared and centralised facilities such as research centres, institutes, school, centralised labs and iLab core facilities to develop their research infrastructure, avoid duplication and ensure maximum utilisation of equipment to support current and future research ambitions in areas of research strength.
- Ensuring that equipment and facilities are efficiently and effectively utilised through the implementation of iLab where appropriate.

The Griffith University Research Infrastructure Investment Scheme (GURIIS) differs from the Griffith University Research Infrastructure Program (GURIP) in that it is focused on **replacement** of ageing equipment and in particular, high throughput and commonly used equipment under the custodian of centralised or shared facilities such as centres, institutes, schools and iLab core facilities.

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, particularly because a significant proportion of Griffith's research infrastructure is considered ageing, or over 8 years old. GURIIS is the mechanism that will assist the University achieve this goal.

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 \$500,000.

Equipment priced over \$500,000 may be sought if other funds are available to fund the difference between the GURIIS and the equipment price. The source of funding must be identified at the time of application and account details included in the application.

ASSESSMENT CRITERIA

The primary criterion for assessing applications is:

100% Requested equipment supports an area of strategic research priority for the University.

The extent to which the requested equipment supports an area of strategic research priority for the University, through the replacement of key ageing equipment that will affect research outcomes if not replaced. Applications should demonstrate that equipment will be used in a shared capacity with multiple users across different research groups, including between different research areas of the university.

Requested equipment that presents a Workplace Health and Safety risk should it not be replaced, will be a priority.

ELIGIBILITY CRITERIA

EQUIPMENT

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

Equipment requested **must not** be suitable for an application to be made to the ARC Linkage Infrastructure, Equipment and Facilities (LIEF) scheme or the Griffith University Research Infrastructure Program (GURIP). GURIP applications are typically used for procurement of equipment with new capabilities, rather than replacement of ageing equipment, and are led by groups of individual researchers, rather than a research facility.

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

Eligible for funding

- An item of equipment or a cohesive package of new equipment items (i.e. a suite of equipment which obviously contributes to a particular type of research), delivery, and installation that will replace pre-existing equipment.
- The cost of decommissioning and disposing of pre-existing equipment that is to be replaced.
- Replacement of out-of-date software and hardware required to operate equipment can be included.

Ineligible for funding

The following are not regarded as research facilities for the purpose of this scheme:

- Non-capital aspects of facilities such as libraries, computing centres, animal houses, specimen collections, experimental sites or analytical equipment time.
- Databases.
- Bibliographic materials.
- Any piece of equipment/infrastructure that is not specifically for research purposes.
- Salaries of research support staff (including research assistants and technicians) employed to operate equipment and provide services.
- Capital works.
- Computing capability to be used across the university that is more suitable for funding by Electronic Infrastructure Capital Program (EICP).

Quotations

Applications do not 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 GURIS 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 \$30,000 - \$50,000 require two written quotes.
- Purchases of \$50,000 to <\$300,000 require three written quotes.
- Purchases over \$300,000 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 post-application purchase price deviates by more than 10% from the estimated cost 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 GURIIS 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](#).

CHIEF INVESTIGATORS

- Chief Investigators would typically be, or include the Manager of the facility.
- All Chief Investigators must support the need to replace the ageing equipment and demonstrate that it is essential for ongoing research.
- Chief Investigators are encouraged to demonstrate a broad base of usage by researchers and HDR students. Equipment used across Elements and Groups will be viewed favourably.
- The first named Chief Investigator is the administrative contact for the application and will be responsible for all aspects of successful grant including the equipment purchase, financial management and 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.

IDENTIFICATION of SUITABLE SPACE and OPERATIONAL ISSUES

Suitable Space

Each application must specify the approved location to house the equipment and confirm that the Academic Group Pro Vice Chancellor responsible for the space agrees to its location.

For larger pieces of equipment, type of space and support services required must be considered. Applications that request funding for 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 provide an explanation of how these costs will be met over the life of the equipment. In these instances, Campus Life must be consulted prior to applying.

Chief Investigators must begin discussions with the Group Technical Managers/Partners or Element Operations Manager on space and services requirements for the proposed research infrastructure, ideally four weeks before applications are due to the Group Dean Research or PVC or Director, and no less than one month before the application due date to Office for Research, to allow time for planning, consultation and quotes to be properly assessed.

NOTE: GURIIS cannot be used to fund these associated costs.

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 of the estimate to the application. Applications must identify how these costs will be met if the application is successful. Failure to address these issues may result in the application being deemed ineligible.

In addition, where replacement of equipment requires removal of fitted/built in equipment and fitting of new equipment, Campus Life should be consulted on the management of these as they may involve service disruptions and/or temporary closing of adjacent facilities.

Each application must budget for and include information on:

- The warranty periods.
- Supplier training costs.
- The term and cost of service/maintenance contracts for the purchased equipment.
- How data generated by the equipment will be managed.
- How equipment to be replaced will be de-commissioned and disposed of.

The **Group Technical Managers/Partners or Element Operations Manager*** and **Campus Life must be consulted** regarding costs associated with:

- The location, services, installation, operation, maintenance, and technical staff support necessary for the facility.
- Any health and safety aspects of installing and maintaining the facility.
- Include details of these costs in the application.

*If unsure about who can fulfill this role in your area, contact your Head of School to confirm who can perform this role (e.g., Dean Research, School Manager, etc.).

Health and Safety

All current Griffith University equipment must have a [risk assessment](#) for use, and the GSafe number must be included in all applications.

Successful GURIIS applications must undertake an updated and thorough risk assessment for the new equipment use prior to purchase, to determine that it can be operated in accordance with the relevant Acts, Regulations and the University's Health and Safety Policy. This risk assessment must be certified by the Group Technical Manager/Partner or Operations Manager or Element Operations Manager.

All equipment to be replaced, must be **decommissioned and disposed** of in an appropriate manner in consultation with the Group Technical Managers/Partners or Element Operations Manager, within **3 months** of installing the new equipment.

Operational Considerations

Applicants are required to advise whether there will be a cost recovery model of the GURIIS funded equipment/facilities and indicate how these funds are to be used to support the ongoing maintenance of the equipment/facility.

The iLab facility management system is a single, Griffith-wide shared solution for researchers to book the use of services and equipment in Griffith facilities and for facility managers to manage these requests. Applications must detail:

- If requested equipment will be managed by a current iLab Core Facility or if a new iLab Core Facility will be to be established; or
- Justification as to why the equipment is not suitable to be managed through iLab.

Costs for implementing iLab are not an eligible cost in GURIIS budgets and will be funded separately. For more information on iLab, email ilab@griffith.edu.au.

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 into the following categories:

- **High Priority** – essential for supporting ongoing research, and where the risk of failure of current equipment and the risk to Workplace Health and Safety are high.
- **Medium Priority** – a good case is made for replacing the equipment to support ongoing research but the risk of failure of current equipment is not currently high; equipment should be replaced within the next 2 years.
- **Low Priority** – equipment failure would be inconvenient but other options are available for enabling research to proceed.

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. A final set of GURIIP recommendations will be submitted to the Deputy Vice Chancellor (Research) for approval.

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 GURIIS 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/Partners or Element Operations Manager on the technical specifications of the equipment / facility, warranty periods, maintenance contracts and the quotation process.

DURATION of AWARD

GURIIS 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 DVCR budget.

FINAL REPORT

A final report, consisting of a summary of the disposal of the old equipment, 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

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 determine if the application complies with the Academic Group's strategic priorities. Early discussions with PVCs or Dean of Research are also recommended.

ENDORSEMENTS

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

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 Office for Research for Bioresources Research Facility applications.

Each Dean Research or Director or PVC when appropriate, will evaluate all applications from their Academic Group in accordance with the Group Evaluation Sheet provided.

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

APPLICATION KEY DATES

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

Consultation on space and services requirements should begin in **early July**.

Consultation with Head of eResearch on Data Management and Data Storage should begin in **mid-July**

CLOSING DATE TO THE DEAN RESEARCH or DIRECTOR OFFICE

Dean Research or Director Office internal closing date: **5pm on 16 August 2024.**

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

SUBMISSION

Applications must be submitted, via relevant email below, as a single, pdf document, by relevant closing date using the following naming convention: [Lead CI Surname_2025 GURIIS 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

SCIENCES Dean Research Office email:

Office for Research (for BRF applications) email:

DVC(R) Portfolio (ADaPT) email:

chris.davis@griffith.edu.au

gsc-dean-research@griffith.edu.au

d.garklavs@griffith.edu.au

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: **5pm on 4 October 2024.**

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

Lodgement

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

Office for Research will advise of outcomes by late November 2024.

Scheme enquiry contact: Lynette Farquar

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>