



Melbourne Climate Futures Climate Research Accelerator (CRX) 2024 Project Funding Guidelines

1. Eligible expenditure

It is anticipated that funding will be used for project research and administration support, convening and workshop costs, and other applied research costs. The funding is not intended to pay for laboratory rent or equipment, infrastructure payments, physical assets, and other like expenses. Applicants will be required to outline anticipated budget items in the application form. Eligible expenditure will include:

- 1.1 Employing professional staff to provide development, administrative or project management support.
- 1.2 Employing research staff to provide project research support.
- 1.3 Costs of staging facilitative or collaborative workshops or similar events, and any incidental costs associated with running such workshops or events (e.g. catering, venue hire, facilitator fees).
- 1.4 Applied research costs (excepting laboratory, plant and equipment rentals or purchases).
- 1.5 Travel costs which are incidental in facilitating any of the above eligible expenditure or are necessary to facilitate project milestones (as specified in your project outline).
- 1.6 Up to \$30k of the maximum \$50k can be spent on ECR salary. This means (e.g.) that a researcher could add 0.1 or 0.2 to their role through this CRX funding. An ECR is within 5 years of being awarded their PhD.

Costs of fixed-term or casual staff employed by the Project Lead must be costed in accordance with the salary scales in use at the University of Melbourne. The University's salary costing tools are available [here](#) or via [Staff Hub](#).

2. Non-eligible expenditure

Non-eligible expenditure includes the following:

- 2.1. Salary top-ups for continuing or full-time fixed-term staff (other than ECRs, as above).
- 2.2 Consultant fees.
- 2.3 Laboratory rental costs.
- 2.4 Plant and equipment costs.
- 2.5 Bench fees.

3. Calculating carbon emissions and offsetting cost

Included within the budgeting of your project, we expect you to use the Carbon Offset Bank to calculate and include the emissions embedded in your research activities and the associated cost of offsetting these emissions: <https://sustainablecampus.unimelb.edu.au/carbon-offsets-bank/>. Upon completion you will receive a 'carbon offset preview' form. Please attach this to your application.

*Please note that we are still piloting this process and are interested to hear feedback about



usability. The calculator is currently a prototype and is limited to calculating emissions for catering, transport, hotels and flights. In the absence of other defined calculation options, please state that in your application.

4. Timeframes

The call for submissions will open on **Monday 29 April 2024** and close **Friday 31 May 2024**. A three-week assessment period will follow the close of submissions, and results will be communicated to applicants by **Monday 24 June 2024**. Funding should be disbursed to the successful applicants by **Monday 1 July 2024**.

The project finish date will be set at 12 months from the date of disbursement unless a time extension has been granted. Extensions will only be granted in extenuating circumstances (i.e. not for project management challenges or other reasons that should be possible to anticipate). Applications for extensions should be sent via email to melbourne-climate-futures@unimelb.edu.au no less than 60 days prior to the project finish date. Extensions of no more than 6 months will be granted.

5. Evaluation and assessment

Applications will be assessed on a competitive basis by an Assessment Committee comprising the Director and Deputy Directors of Melbourne Climate Futures, and Faculty representatives. The Assessment Committee will assess each application according to its alignment with the Assessment Criteria. Applications will be assessed in a single round. The Assessment Criteria are:

Project outcomes:

- Can the project reasonably achieve the short- and long-term project outcomes?
- What and how much impact will the short- and long-term project outcome likely have?
- When will the short- and long-term project outcome be realised?

CRX impact on the project:

- What project milestone(s) will the CRX funding help deliver?
- What is the likelihood of achieving those milestones within the 12-month timeframe?

6. Submission format

Applicants must complete the relevant application form. In addition, a **project outline of no more than 3 pages** must supplement the application form. The project outline must contain:

- A description of the project including its current state (½-1 page);
- A description of the intended short- and long-term project outcome and timelines (½ page);
- A statement on how the CRX will help you accelerate the short- and long-term project outcomes, and what milestones you can achieve within the 12-month timeframe, **particularly focusing on the impact your project will have** (1-1½ pages);
- A listing and brief justification of the budget items (½ page).

The application form and project outline must be attached as a single PDF or Word document and sent to melbourne-climate-futures@unimelb.edu.au.

7. Payment of Climate Research Accelerator funding

If the application is successful, we will deposit an amount of up to **\$50,000** AUD into a new University of Melbourne account created by your local faculty finance team.

8. Reporting and engagement requirements

The Project Lead will be required to report to and engage with MCF in the following form:

- A. Introductory Meeting.
- B. Capacity development series.
- C. Mid-CRX Report.
- D. Post-CRX Report and Meeting.

A. *Introductory Meeting*

The Introductory Meeting will be the first opportunity to discuss the project in detail with the MCF team. The Project Lead will be required to make a brief presentation of the project and to discuss any feedback from the MCF team, including how the project could be further supported by MCF.

The Introductory Meeting will be held within two weeks of notification of results (i.e. on or before **Friday 5 July 2024**) at a time agreeable to the Project Lead and the MCF team.

B. *Capacity development series*

A key aim of the CRX funding scheme is to support the capacity development of Project Leads, as well as to facilitate cross-disciplinary learning. **Project Leads will therefore be required to participate in approximately three capacity development sessions.** Past example session themes include: stakeholder engagement, impact, and project next steps (disseminating findings and funding options).

C. *Mid-CRX Report*

The Project Lead will be required to provide the MCF team with a progress report against agreed project milestones six months after the disbursement date, as well as a 300-word summary of the project progress to be shared on the MCF website. The report should include:

- Evidence of your progress towards completion of agreed project milestones; and
- Itemised list of expenditures from the grant.

A reporting template will be circulated in due course.

D. *Post-CRX Report and Meeting*

The Project Lead will be required to provide the MCF team with a final report against agreed project milestones within one month of completion of the CRX (12-month) timeframe. The report should include:



- Evidence of your completion of agreed project milestones and how the CRX contributed to the short- and long-term project outcome(s); and
- A final itemised list of expenditures from the grant and transaction listing.

The next steps for the project and opportunities to be discussed at the Post-CRX Meeting. A reporting template will be circulated in due course.

Please note, you are required to notify the MCF team of any changes to the circumstances of the project (e.g. change in team members, addresses,) as soon as practicable.