



CAIDE Seed Funding Rules

Purpose of this Seed Funding Round

The Centre for Artificial Intelligence and Digital Ethics (CAIDE) aims to build cross-disciplinary research, teaching, policy and regulatory expertise at the University of Melbourne and across the wider community. CAIDE is founded as a collaboration between the Faculty of Engineering and Information Technology and the Melbourne Law School. It is supported by Chancellery and the Faculty of Medicine Dentistry and Health Sciences, with collaboration from the Faculties of Arts and Education.

Seed funding is designed to develop new research projects and collaborations that address key research issues and have the potential to grow, build researcher capacity and obtain future funding.

Project Selection

Projects are selected by CAIDE with advice from its Steering Committee on the following criteria:

- Feasibility, scope and budget
- Project novelty and innovation
- Alignment with the Centre themes and priorities
- Suitability of the team to conduct the proposed research
- Potential to generate high impact, scale and obtain future funding and/or the potential for capacity building and upskilling

Shortlisted applicants may be invited to pitch their proposal and in submitting an application CAIDE assumes that all personnel have authorisation and capacity to undertake the project.

Funding

Project funding will be offered up to a maximum of \$20,000 AUD and is for a period of 18 months. Funding can only be spent in accordance with the approved budget and any alterations to the budget or expenditure requires re-approval from the Centre.

Funding cannot be spent on the following:

- Salaries for existing continuing and fixed-term positions at the University of Melbourne
- Travel, conference and accommodation expenses
- External collaborators, organisations, consultants or any other supplier outside the University of Melbourne without explicit authorisation from CAIDE

A financial acquittal is required upon completion of the project and any unused funds remaining at this time will be returned to the Centre.



Project Management

Projects require a plan outlining:

- Deliverables
- Timeline and Milestones
- Budget

Project plans must be approved by the Centre for the grant of funding and project variations require approval from CAIDE. Governance of intellectual property is in accordance with University of Melbourne's policies and procedures. CAIDE is to be acknowledged on all academic, general and media publications relating to the project.

People

Project personnel comprise researchers and external collaborators. Researchers are University of Melbourne staff working on a project. Researchers on a seed funded project are associated with the Centre's research community and

- Have the opportunity to participate in Centre research activities
- Will be included in CAIDE communications if they consent
- Can refer to themselves as a CAIDE affiliated researcher while they remain active on the project

Each project has a Lead Researcher who is responsible for:

- Project management and deliverables
- Budget management and expenditure
- Compliance with Centre directions, guidance and University of Melbourne policy and procedures
- Provision of quarterly and timely project updates to the Centre
- Project and financial reporting

The Lead Researcher is required to hold a salaried academic appointment at the University of Melbourne for the duration of the project. Should the Lead Researcher leave the University of Melbourne their duties will be transferred to another researcher. Personnel must disclose any real, potential or perceived conflicts of interest. Personnel must provide timely responses to requests from Centre staff. Researchers not affiliated with the University of Melbourne are external collaborators.

Reporting

Findings are to be published in an open and accessible manner in a format agreed by the Centre. The Lead Researcher will provide CAIDE 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.



Revocation

Seed Funding can be revoked due to:

- Unsatisfactory project performance
- Failure to commence within 6-months upon receipt of funding
- Provision of false or misleading information
- Failure to adhere to the CAIDE Seed Funding Rules