

**Murdoch University**  
**School of Engineering and Information Technology**  
**New Staff Start-up Grant Scheme (SEIT NSSG)**

The School of Engineering and Information Technology New Staff Start-up Grant (SEIT NSSG) Scheme is established to support academic staff within the School who are new to Murdoch University. The objective is for the new staff to develop their research programs, to commence building their research groups and to establish a foundation for sustainable research outputs.

**Eligibility:** The NSSG is available to new academic staff appointed to a continuing position or on a long-term contract (three years or longer). Postdoctoral fellows are not eligible to apply. New staff are eligible to apply within 12 months from their date of commencement of employment with Murdoch University.

**Amount:** Subject to recommendation by the NSSG Committee and approval by the School Dean, up to \$20,000 may be granted to support an application submitted by an eligible new staff. If awarded, the grant must be expended in full by 1<sup>st</sup> November in the following year, regardless of the commencement date of the grant. Only one grant will be awarded to each eligible new staff member; subsequent applications for additional funding will not be considered.

**Project Expenses:** Allowable usage of the fund granted includes employment of personnel, purchase of equipment or consumables, and travel support related to the project, but not for teaching relief. An awardee must comply with the relevant University policies on any expenses associated with the project.

**Application Procedure:**

- 1) Applicant to submit a research proposal (maximum 2 pages) to the School's Associate Dean (Research). The proposal should include:
  - a. Significance and Contribution of the Project
  - b. Research Plan, Methods and Techniques
  - c. Project Timeline
  - d. Budget
  - e. Anticipated Outcomes (external grant applications, refereed publication(s), and/or other objectives)
- 2) The Associate Dean (Research) or the NSSG Committee will provide comments and a recommendation to the School Dean concerning the application. The applicant may be requested to resubmit an improved application for further consideration.
- 3) The School Dean will approve the amount of support, based on recommendations from the NSSG Committee/ADR and budget availability.
- 4) The Applicant will be advised of the outcome and any associated conditions with the grant.
- 5) Note: a Project that has already received support from external or internal sources will not be eligible for this scheme.
- 6) Applicants should submit their applications in electronic form to Mrs Rosie Price, [R.Price@murdoch.edu.au](mailto:R.Price@murdoch.edu.au) who will forward it to the ADR.

**Report Requirements:**

A one to two-page report for the grant must be submitted within two years of grant approval to the School Office (currently, [R.Price@murdoch.edu.au](mailto:R.Price@murdoch.edu.au)) who will forward a copy to the ADR for approval.

The report is to include:

1. A list of the anticipated outcomes, as itemised in the original submission.
2. A statement of the candidate’s achievement with respect to the anticipated outcomes.
3. A brief statement on how the money was actually spent with respect to the original budget.
4. A two paragraph summary of the major outcomes or findings of the project for dissemination in the School Newsletter.

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**Chief Investigator (responsible for this application and project):**

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**Project Title (Ensure it is clear, brief, precise and informative and no greater than 150 characters):**

\_\_\_\_\_

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**Total Amount Requested (\$):**

\_\_\_\_\_

**Summary (Ensure the project summary is informative, indicating the aims, significance and expected outcomes, and no greater than 100 words. Avoid the use of jargon or discipline-specific terminology):**

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**Anticipated Outcomes - This Project will lead to:**

**External Grant Application(s): When Application will be made and funding Body/Scheme:**

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**Refereed Publication(s): Estimated date of submission and Journal/Conference (Please supply impact factor and ranking if any)**

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**Other (be specific with date and details)**

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**Other Project Participants: (Name and affiliation)**

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## **Project Budget and Justification**

**Personnel:**

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**Equipment:**

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**Consumables:**

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**Travel:**

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**Additional Text to be attached in this application:**

**Research Proposal (2 page limit, font 12, single line space, excluding bibliography) with the following headings:**

- 1. Significance and Innovation**
- 2. Research Plan, Methods and Techniques**
- 3. Project Timeline**

**Declaration:**

**I certify that all the details on this form are correct and complete, and understand that any deliberate attempt to mislead the committee will result in the grant being withdrawn.**

**I also declare that this proposal is not currently receiving funding from any external or internal sources.**

**Investigator(s) Name, Signature and Date**

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**Comments/Signature/Date – Associate Dean (Research):**

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**Comments/Signature /Date – Dean of School**

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