To be used for all external research and consultancy applications (funded or unfunded) – and whether or not FedUni is the lead organisation.

**The FEOI is due to** [**research.funding@federation.edu.au**](mailto:research.funding@federation.edu.au) **15 business days prior the external deadline unless otherwise advised via the Research Funding Team.**

For short lead-time Research and Non-Research Consultancy: FEOI due as soon as the funding opportunity identified.

\*\*\* Please ensure you allow sufficient lead time to discuss your project with your Centre Director/Nominee to be able to meet the internal timelines.

# Lead Federation Uni Investigator

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Centre/Dept | Campus | FTE for this project |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Is FedUni the lead Institution? Yes No If no, please include the details of the Lead Investigator

|  |  |  |
| --- | --- | --- |
| Name of External Lead Investigator | External Org | Email |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Application details

|  |  |
| --- | --- |
| Project Title | Click or tap here to enter text. |
| Funding Organisation | Click or tap here to enter text. |
| Funding Scheme | Click or tap here to enter text. |
| Funding Type (Select all that apply) | Competitive Research Funding  Contract Research or other contract with research components  Equipment Grant  Expression of Interest (EOI)  Industry Scholarship (incl Top ups)  Non-Research Consultancy / Fee for Service  Tender/Request for Tender (RFT)/Request for Quotation (RFQ)  Travel Only Grant  Extension to existing grant – provide IRMA reference: |
| Anticipated Project Start and End Date:  (An estimate at this point is sufficient) | Start Date: Click or tap here to enter text. End Date: Click or tap here to enter text. |
| Funding Rules /Guidelines /Documents | Attached or  Available from website (include link): Click or tap here to enter text. |
| Date proposal to be submitted to funder:  (Please estimate if not known) | Click or tap here to enter text. |
| Are University Infrastructure/Indirect costs restricted by the Funding Body?  *NB: Evidence will be required prior to submission* | Yes  No  Restricted to \_\_\_\_ % |

# Budget

The Costing Pro forma is available on the [Research Finance webpage](https://federation.edu.au/staff/business-and-communication/finance/finance).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Est. Total Project Funding Requested (exc. GST) | $ Click or tap here to enter text. | | Est. FedUni Income Portion (exc. GST)  (i.e. how much is coming to FedUni?) | $ Click or tap here to enter text. |
| Will there be any Federation Uni Financial (cash, exc. GST) contribution? | | Yes  No  If YES, evidence of Dept/Centre approval will be required at Funding Submission Coversheet (FSC) stage | | Source of funds: Click or tap here to enter text. | |

# Project Summary

Used to determine if the project meets the required [HERDC R&D](https://federation.edu.au/research/support-for-students-and-staff/research-funding/funding-opportunities) criteria for reportable income

|  |
| --- |
| Please provide a summary of your project **(200 words max.)**:  Click or tap here to enter text. |

# Involvement or connections with Indigenous participants/topics

|  |  |
| --- | --- |
| Will your project involve or have connections to topics, participants or outcomes related to Indigenous research? | Yes  No  If **YES**, Please certify below that you have discussed this project with Prof Andrew Gunstone, Associate Deputy Vice-Chancellor, Reconciliation. |

# Certification - Lead FedUni Investigator

By signing and submitting this form you certify that:

* I have discussed the contents of this form with my Executive Dean and/or Centre Director including any potential conflicts of interest or risks associated with this project;
* If applicable, I have discussed this project with Prof Andrew Gunstone, ADVC, Reconciliation;
* The project is viable in terms of the resources required, including in-kind contributions and the funds requested;
* In accordance with the [Risk Management Framework,](https://policy.federation.edu.au/corporate_governance/procedures/risk/ch1.pdf) I will assess and ameliorate any risks where applicable;
* (if applicable) I will review and complete any reporting requirements related to [Foreign Arrangements Notification.](https://policy.federation.edu.au/global_and_community/procedures/foreign_arrangements_notification/ch01.php)
* The Funding Application and budget costing proforma will be forwarded to [research.funding@federation.edu.au](mailto:research.funding@federation.edu.au) a **minimum ten (10) working days** prior to funding body due date for pre-submission compliance and budget review, unless otherwise advised by Research Funding;
* The final submission-ready application will be due to [research.funding@federation.edu.au](mailto:research.funding@federation.edu.au) **five (5) working days** prior to funding body due date unless otherwise advised by Research Funding;
* If successful, all projects are charged infrastructure/indirect costs unless exemption rules apply or have been previously approved by PCV-R in writing.

|  |  |  |
| --- | --- | --- |
| Lead Federation Uni Investigator signature: |  | Date  Click or tap here to enter text. |

Submit completed FEOI form (15 business days prior to external deadline) to [research.funding@federation.edu.au](mailto:research.funding@federation.edu.au) for processing

**Expiry:** This FEOI form is valid for 1 year from the date of submission to[research.funding@federation.edu.au](mailto:research.funding@federation.edu.au). If your application/proposal does not progress or is not submitted to Research Funding within this timeframe your project will automatically be registered as ‘withdrawn’. A new FEOI form will be required if you plan to resubmit after this timeframe.

**Consultancy Projects (non-reportable HERDC activity)**

Consultancy Projects are supported by the Centre. If your project is classified as non-research consultancy, Research Funding will notify the lead investigator and Centre Director or nominee. The activity will be recorded within IRMA.