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

**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 work 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. |

# Other Project Participants

# For FedUni participants please indicate FTE for the project

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Fed Uni Centre/Dept  or External Org | Campus | FTE (FedUni only) |
| 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. |
| 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. |

# *Please add rows if required*

# 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 (inc 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: |
| Have you read the current [HERDC Specifications](https://www.education.gov.au/research-block-grants/higher-education-research-data-collection)? | Yes – available at <https://www.education.gov.au/research-block-grants/higher-education-research-data-collection> |
| 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. |
| Is FedUni the lead Institution? | Yes  No: (please name lead institution)  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. |
| Is an exemption to University Infrastructure/Indirect costs applicable?  *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. |
| **Federation University Contribution** | | | | |
| Will there be any Federation Uni Financial (cash, exc. GST) contribution? | | Yes  No  If YES, evidence of Dept/School approval will be required at Funding Submission Coversheet (FSC) stage | | Source of funds: Click or tap here to enter text. | |
| Staff In-Kind | | FTE: Click or tap here to enter text. | | $ Value: Click or tap here to enter text. | |
| Non Staff In-Kind | | Type: Click or tap here to enter text. | | $ Value: 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.  Other information if applicable **(100 words max.)**:  Click or tap here to enter text. |

# Application Submission Requirements

|  |  |
| --- | --- |
| **Submission**:  Email  Web/Online  Hardcopy | **Submitter:**  Research Funding  Researcher  Lead Institution (if not FedUni) |

# 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 (go to next section ‘Certification’) | |
| If YES, Please explain how your project meets the AIATSIS Code of Ethics (200 words max) <https://aiatsis.gov.au/research/ethical-research/code-ethics> | |  | |
| If YES, Please provide evidence that you have completed Indigenous cultural competency training with the Koorie Heritage Trust https://koorieheritagetrust.com.au/visit-us/education/cultural-competency/ | |  | |
| If **YES**, Please provide confirmation that you have discussed this project with Prof Andrew Gunstone, Associate Deputy Vice-Chancellor, Reconciliation. | | e.g. comments from ADVC Reconciliation  Click or tap here to enter text. | |
| **Associate Deputy Vice-Chancellor, Reconciliation signature:** |  | | Date |

# Certification - Lead FedUni Investigator

# *Where the applicant is the Director or equivalent, approval must be sought from a senior signatory e.g. ADVCR*

* 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 DVCRI in writing.

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

# Executive Dean or nominee Certification

|  |  |
| --- | --- |
| I have discussed the FEOI and the project with the lead researcher/project team | Yes  No |
| Comments to lead researcher: Click or tap here to enter text. | |
| * Approved to Progress  Yes  No | Executive Dean/nominee signature & date: |

**Centre Director/Equivalent or nominee Feedback and Certification**

**I agree that:**

* I have verified the contents of this form and discussed with the applicant any conflicts of interest, resources required (including in-kind time) and any risks associated with this project.
* In accordance with [Risk Management Framework](https://policy.federation.edu.au/corporate_governance/procedures/risk/ch1.pdf) and [Foreign Arrangements Notification](https://policy.federation.edu.au/global_and_community/procedures/foreign_arrangements_notification/ch01.php) the University’s exposure to risk will be assessed and ameliorated where applicable

|  |  |
| --- | --- |
| **I have discussed the FEOI and the project with the lead researcher/project team** | Yes  No |
| **Proposal is viable and ready for development:**   * Stage 1 EOI submitted to Centre Director (25 business days from external deadline) * Stage 2 Yes/maybe – permission for full proposal to be developed within an agreed timeline   + Research Funding to be notified via FEOI form (15 days) * Stage 3 Draft proposal submitted to Centre Director for final review (15 days) * Stage 4 – Full proposal and costing proforma submitted to RFT for compliance and budget review (10 days) | Yes – FEOI and documents to be forwarded to [research.funding@federation.edu.au](mailto:research.funding@federation.edu.au)   * Prior to Internal Compliance deadline Lead Investigator forwards a full research proposal to the Research Centre Director/Nominee for review and final approval to progress   Requires revisions – to be resubmitted by (date): Click or tap here to enter text.  Not approved (for this round) |
| **Comments to lead researcher:** Click or tap here to enter text. | |
| * **Approved to Progress**  Yes  No | Centre Director/ nominee signature & date: |

Submit approved 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 approved FEOI form will be required if you plan to resubmit after this timeframe.

Research Services use only

|  |  |
| --- | --- |
| Type of activity  Research  Consultancy  To be determined | |
| DVCRI/ Nominee Authorisation to proceed  Yes  No | Date  Click or tap here to enter text. |

**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.