

# Melbourne Sustainable Society Institute (MSSI)

*The Melbourne Sustainable Society Institute (MSSI) facilitates interdisciplinary research on sustainability across faculties and centres at the University of Melbourne, emphasising the contribution of the social sciences and humanities to understanding and addressing sustainability and resilience challenges.*

## Themes and framings

Please read the *MSSI 2021 Seed Funding Round Guidelines & Call for Applications* document thoroughly before commencing your application, and contact [janine.campbell@unimelb.edu.au](mailto:janine.campbell@unimelb.edu.au) on any points requiring further clarification.

Funding is available for four projects covering the following themes:

* [Health, wellbeing, and care](#_Health_and_Wellbeing);
* [Place-based transitions](#_Place-based_transitions);
* [Conservation and sustainable use of biodiversity (land and sea)](#_Conservation_and_sustainable)
* [Future Cities](#_Future_Cities)

Up to $20k will be awarded for each project, and overview details for each theme are available in Appendix A of the Guidelines document:

Some further key considerations that will strengthen your project proposal include:

* Cross-faculty representation from a minimum of two faculties (required)
* Early Career Researcher participation (required)
* Inclusion of a postgraduate researcher as part of the co-investigator team **for the Future Cities stream** (required)
* Chief Investigator (CI) must be a Uni Melb staff member with a fixed-term contract that extends for the life of the proposed project, with a minimum time fraction of 0.4FTE (required)
* Feasibility in relation to current and reasonably anticipated constraints relating to the COVID-19 context (required)
* Planning that reflects project commencement by early February 2022 or sooner (required)
* Developed in partnership with local stakeholders, with strong co-design and translation elements embedded therein
* Attentive to early career researcher development
* Strong focus on engagement and impact, including clear rationales for engagement of strategic audiences (e.g. end-users, participants, policy, media, and decision makers)
* Strong translation outputs embedded within the project plan, incorporating tailored translation pieces relevant to partner communities, organisations or targeted sectors, alongside outlets such as *The Conversation* and *Pursuit* and peer-reviewed journal articles

## Submission

Please complete each section below, mindful of the themes and framing points and eligibility criteria noted in the [MSSI 2021 Seed Funding Round Guidelines & Call for Applications](https://unimelbcloud-my.sharepoint.com/:w:/g/personal/catriona_croftcusworth_unimelb_edu_au/EVNuoMrsdnJHmJ7m9I4AaC8BoMjnpFb8XVSxbEh84ph8ew?e=JQW0o3) document. Submissions are due by no later than **COB on Monday 18 October 2021** to:

Janine Campbell

**Executive Officer, Melbourne Sustainable Society Institute**

**E:** [**janine.campbell@unimelb.edu.au**](mailto:janine.campbell@unimelb.edu.au)

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| --- | --- | --- | --- |
| CONTACT DETAILS OF PROJECT LEAD/CHIEF INVESTIGATOR | | | |
| Name | [Email:] | | |
| PROJECT DETAILS | | | |
| Project title |  | | |
| Start date | DD/MM/YY | Completion date | DD/MM/YY |

# **Project team**

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| Please list project team members, both UoM and external partners where relevant  [Title, Name, Position, Organisation, Project Role]: |
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**Project aims**

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| Please outline the project aims, including how these relate to ‘Themes and Framings’ points in the Guidelines document, and the problem the project seeks to address [Max: 500 words]: |
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# **Project plan**

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| Please outline the project plan, including your engagement and communication strategy [Max: 500 words]: |
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**Budget**

Project budgets up to $20,000 will be considered. Funds will be disbursed in 2021 and must be fully expended by the nominated project end date.

Expenditure must align with the University’s financial policies and procedures, and project budgets may incorporate the following types of expenditure:

* Research assistance
* Consumables
* Expert services
* Costs associated with workshops or events, attentive to the University’s current Covid-19 restrictions
* Travel costs, where possible and attentive to the University’s current Covid-19 restrictions
* Dissemination costs

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| --- | --- |
| Provide a brief description of project expenditure items, and estimated budget for each: | |
| **Description of expenditure** | **Budget** |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **$** |
| **Budget justification:** | |
| **Details of other funding sources [if relevant]:** | |

**Project milestones and deliverables**

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| Please note key milestones, events, outputs, and related timelines:  ***NB: multiple translation pieces are expected as a core output*** |
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# **Return on Investment (RoI)**

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| Please outline your RoI strategy, including specific reference to grant schemes, potential philanthropic sources, or the cultivation of relationships with industry, government and other partners with a view to further advancing your project and/or its outcomes: |
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**Conditions of grant**

Conditions pertaining to the award of MSSI seed funding are as follows:

* Seed funding offers must be accepted in writing by the Project Lead
* Successful applicants will acknowledge the Melbourne Sustainable Society Institute support when communicating project outcomes
* The Project Lead will be the contact person for all administrative matters relating to the project, and ensure project milestones are achieved, and reporting requirements are met in a timely way
* The Project lead will ensure the project is conducted in accordance with all relevant University policies, including compliance with the Code of Conduct for Research and Human Research Ethics Committee (HREC) and Financial Code of Conduct requirements
* The project will comply with any conditions in the Offer of Grant relating to expenditure approvals
* The Project Lead will notify MSSI as soon as practicable if, for any reason, the project cannot proceed as planned (to enable recoup and redistribution of funds)

**Submitted by (CI):**

Name:………………………………………. Signature:…………………………………

**Head of Department endorsement:**

Name:………………………………………. Signature:…………………………………

**Melbourne Sustainable Society Institute**

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