

MASSEY UNIVERSITY RESEARCH FUND (MURF)**CONDITIONS GOVERNING THE AWARD OF
MASSEY UNIVERSITY RESEARCH FUND (MURF) GRANTS
FOR TENURE IN 2011
AND INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM
(APPLICATIONS CLOSE 1 JULY 2010)****ELIGIBILITY**

MURF grants to support staff research are available to all academic staff of the status of Assistant Lecturer and above, with the exception of academic staff on a teaching-only contract (e.g. tutors), on the Albany, Palmerston North and Wellington campus, who are eligible for the Performance Based Research Fund. Postdoctoral Fellows and staff enrolled in an Advanced Degree will have a lower priority.

Application may be made for support under the following categories: casual/temporary assistance (including the employment of students to assist with research projects during the summer vacation), technical assistance, consumables; and travel (within New Zealand only). The maximum grant available under MURF is \$15,000.00. All funds are to be used by 31 December 2011 with any remaining funds in the project accounts reverting to the University in January 2012.

The fund does not support the purchase of research equipment valued at more than \$2,000. Applications for funding of equipment valued at over \$2,000 should be made through the College (for items valued at less than \$20,000 each,) or through the Capital Equipment Round (for items valued at greater than \$20,000 each). Equipment valued at less than \$2,000, and the rental of equipment, will be regarded as consumable items and therefore eligible for application to the MURF round. The rental of Massey owned equipment will only be funded at a reasonable rate as declared by the HOD who owns the equipment.

MURF does not fund overseas travel, publication or conference costs.

The University Research Committee seeks to support research in many ways. Staff members have the right to make a case for support outside the guidelines and should clearly specify the type of assistance they need. Nevertheless the expectation is that the above statements broadly define the boundaries, and awards outside of them will be uncommon. **The Committee's decision is final. No appeals will be considered.**

Applicants should be aware that the award of a grant would imply an undertaking on their part to report on progress as and when requested to do so.

These are described in the following instructions for completion of the application form (Form MURF 2010-1).

TWELVE copies of the completed form are to be sent to the Administrator, University Research Committee, C/- Research Management Services, Turitea, PN 123 by 5.00 p.m. on the closing date 1 July 2010. All applications must be typed. **Untyped, incomplete or late applications will not be accepted.**

At the discretion of the Research Committee, candidates may be required to attend an interview to be held on 28, 29, and 30 July 2010. If an applicant is unable to attend an interview on these dates as requested by the Research Committee, they must arrange for someone to attend on their behalf. Interviews cannot be held outside these dates.

INSTRUCTIONS FOR COMPLETION OF THE MURF APPLICATION FORM (FORM MURF 2010-1)

GENERAL: Applications must be completed on the form provided. The applicant is able to tab through the Application Form, completing the boxes progressively. The availability of space in each box indicates the maximum amount of information to be provided in that particular section. These parameters must not be exceeded.

Upon completion of the Application form, the Applicant is to arrange for a hard copy to be signed by his/her Head of Department/Institute/School, and for this original, plus a further eleven copies (total twelve (12) in all), to then be forwarded to the Administrator, University Research Committee, C/- Research Management Services, Turitea, PN 123.

It is the **Applicant's responsibility** to ensure that the appropriate Committee Administrator receives all twelve hard copies of the Application by the closing deadline.

Applications that do not conform to these requirements will be returned to the Applicant **without** being assessed.

Box 1: Complete this box as if it were a "return address". "Name" should be that of the "Project Leader/Applicant".

Box 2: Project title should be brief (maximum 30 characters) but informative.

Box 3: List participating staff (academic and technical) and postgraduate students, and the intended contribution of each person to the project.

Note: MURF is a fund designed to support research by staff. Applications will be assessed in terms of their consistency with the University's strategic research objectives as outlined in Box 4 below. Projects involving graduate students may be considered for support, but the involvement of students will not of itself be a reason for a project to receive support. Colleges should not enrol graduate students in anticipation of receiving MURF support for projects in which the students will be involved.

Box 4: MURF: Consistent with the University Strategic Plan, the Committee seeks to support projects of high research quality, and a main purpose of the fund will be to assist staff including new staff, who need additional funding to improve the quality of their research project. Projects will be supported in the following categories, and it will be expected that the Department/School/Institute and/or College will provide basic support for the project:

(a) **Support of track record development** - i.e. support of staff including new staff who need assistance to increase their research capability and the quality of their research.

(b) **Support of areas which do not have access to external funding** - applicants seeking support in this category should explain why they do not believe the project can attract funding external to the MURF system.

The justification should give details or evidence of why the above category was selected.

Box 5: Indicate if the application is relevant to Maori, Pacific Islander or Neither.

Box 6: Indicate whether the Animal Ethics, Human Ethics or Genetic Technology Committee (s) has approved this project, or if this is not a relevant consideration. The College Research Committee may, if it considers it necessary, make funding conditional on approval by the relevant ethics committee. Refer to http://humanethics.massey.ac.nz/pdf/screening_questionnaire.pdf for the screening questionnaire.

Box 7: Indicate whether you are enrolled in an Advanced Degree Award for which the research you are undertaking is the subject of this application for MURF funding.

Box 8: List previous MURF grants (year, dollar sum, title) you or participating staff (Box 3) have received in the last three years and outputs (e.g. publications, patents, software) from the research funded by these grants.

Box 9: Describe the project, its objectives, research methodology and expected outcomes (in terms of both the knowledge that will be gained and tangible outcomes such as publications). The description should be coherent and sufficiently detailed to allow the Committee to evaluate the quality of the research, including appropriateness of design and methodology. Also explain how MURF support would improve the quality of the project, upskill the applicant(s) research capability, or increase opportunities for external funding.

Box 10: Summarise the expected costs (**excluding salaries of permanent staff and overheads**) and proposed sources of funding by MURF, Department/Institute/School (direct contributions which must be at least 15% of the direct costs) and other sources (including other Massey grants). Insert descriptors for Items 1-8 as appropriate to the project. These items must be in priority order (1=highest priority) to guide the Committee in the event that only partial funding is available. Indicate on the last line ("Status") for non-MURF sources whether funding has been Requested or Approved.

Give details of how the totals in Box 10 were calculated. A separate spreadsheet attached to the back of the application will be acceptable where necessary. You should demonstrate clearly how you arrive at the cost of each item - e.g. "\$5000 consumables" is not considered adequate. Rather, the number of items to be purchased and their unit cost should be shown. This box is **not** to be used to justify the project.

[The following notes are provided to assist with details.]

1. The sum of items 1 to 8 should not exceed \$15,000.
2. The Committee does not fund costs of overseas travel, publications or of thesis production, or conference costs.
3. **Funding support from the Department/Institute/School or College is required** and MURF funding is designed to assist the improvement of the quality of the project.
4. Travel: Applications for domestic travel will be considered where it is necessary to visit research sites, libraries and other repositories of information, or where it is necessary to interview people in the course of the research. The Committee will not support staff for travel to conferences or workshops within New Zealand, or any travel outside New Zealand.

5. Consumables: MURF will make funds available for the purchase of consumable items not normally bought from department/institute/school budgets, including items of equipment valued at less than \$2,000. The rental of Massey owned equipment will only be funded at a reasonable rate as declared by the HoD who owns the equipment.

6. Casual/temporary assistance: Applications will be considered only where the assistance is required to meet specific, occasional needs or to access particular expertise (e.g. technical assistance, data coding, input or processing; tape transcription; statistical and computing advice). MURF will not fund casual/temporary assistance for tasks that could reasonably be expected to be undertaken by the academic/technical staff or research students in the project or by other technical staff in the department/institute/school. Where casual/temporary assistance is justified, and may involve students gaining valuable research experience over a vacation (to attract them to research), MURF will consider the application. The guidelines for casual/temporary employment can be found at <http://tes.massey.ac.nz>

As a guide, Tape transcription costs should be based on 3 hours of transcription time per 1 hour of tape-recorded time at a cost of \$15.00 per hour, i.e. \$45.00/hour of tape time.

7. Student Research Assistance: Student Research Assistantships may be funded to enable academic staff to employ students over the summer vacation. Awards will normally cover ten weeks of employment but eleven weeks of stipend since the Christmas vacation falls within the employment period. The maximum payable is \$6,129.68: 450 hours @\$12.50 plus 8% holiday pay and ACC Levy @ 0.9%.

Requests for support of Student Research Assistantships will be assessed primarily on the basis of whether the research programme justifies assistance of this duration, but the opportunity to attract good students to research will also be taken into account. However, these Assistantships may not be used to permit students to commence graduate research prior to enrolment in a graduate programme.

Box 11: Head of Department/Institute/School to provide a brief comment in relation to the contribution the Department/Institute/School is making and the applicant's ability to deliver the outcomes specified.

Box 12: Head of Department/Institute/School to sign this declaration before copies of the completed form are made.

Please attach:

1. A brief curriculum vitae of the Project Leader/Applicant (1 to 2 pages).

PLEASE ENSURE THAT ALL REQUESTED ATTACHMENTS ARE COMPLETED AND ATTACHED TO THE APPLICATION