



Charles Sturt
University

Tri-Faculty Research New Staff
Establishment Scheme

GUIDELINES

For further information please contact

Tri-Faculty Research Officer – tri-faculty-research@csu.edu.au

Charles Sturt University - TEQSA Provider Identification:

PRV12018 (Australian University). CRICOS Provider: 00005F.

Contents

- Purpose 3
- How to apply 3
- Funding 3
- Eligibility 3
- Budget items 3
- Assessment..... 4
- Reporting..... 4

Purpose

The New Staff Establishment Scheme seeks to provide support for new academic staff to establish their research and research output as they make the transition to Charles Sturt University.

How to apply

- Completed application forms must be submitted to Tri-Faculty-Research@csu.edu.au
- Head of School endorsement is required for your application, so please ensure the application has been completed by your Head of School prior to submitting your application.
- Each Head of School is asked to advise eligible new staff within their school of the availability of the scheme. It is the responsibility of the new staff member to apply.

Funding

- Maximum funding requests of \$5,000 will be considered.
- Funding must be expended by 1 December of the year awarded.
- Carry forward of unspent funds is not available.

Eligibility

- **New Academic appointments in the last 12 months at all levels.**
It is recognised that all new academic staff, including those appointed at higher levels who bring existing projects with them, will benefit from funding for new as well as ongoing research activities. Staff who have received establishment funding previously are not eligible to apply.
- **Length of appointment.**
All permanent new appointments and those on long-term contracts of 2 years or more are eligible to apply for the New Staff Establishment Scheme grant.
- **Work function.**
Academic staff appointed to either teaching/research or research only positions within the Faculty are eligible to apply for the New Staff Establishment Scheme grant.
- **Priority FOR Codes**
The proposed use of funds must align with Faculty/School priority FoR codes. Discuss these with your Head of School.

Budget items

Funding **may** be requested for activities that directly support research capacity building and the establishment of the staff member's research career.

For example:

- research or editorial assistance, e.g., literature searching/compilation or other activities directly related to the completion/submission of publications or grant applications.

- travel costs to meet with co-investigators or industry partners.
- purchase of equipment.

Funding **may not** be used for:

- Teaching relief
- Conference support
- A separate Tri-Faculty Conference Support Scheme is available to assist with registration and travel costs for those presenting research at a conference.

Budget requests must be justified by detailed costings. Travel costs must be in line with [CSU Travel Policy](#) and specific work agreements for university staff.

Research assistant hours and rates must be specified. Refer to the position descriptors in the current [Charles Sturt University Enterprise Agreement](#) then use the [Staff Cost Calculator](#) to calculate budget required.

All funds awarded must be spent by 1 December of the calendar year.

Assessment

Applications will be reviewed by the relevant Associate Dean Research.

Applications will be assessed with consideration of:

- quality of the proposal, including achievable outcomes,
- demonstrates value for money with a realistic budget,
- likelihood of the activity leading to a publishable outcome and/or to follow-up external grants and/or to future research collaborations,
- Alignment to Faculty priority FOR code objectives, and
- Head of School endorsement.

Reporting

A final report is to be submitted to Tri-Faculty-Research@csu.edu.au

The final report is due within one (1) month of the end of the scheme period.

Failure to submit a final report will exclude the recipient from being considered for future Tri-Faculty Research funded schemes.