**MCRIP Stage Two Funding**

**Category 2 Application Template**

This document should be used to apply for funding for existing Platforms requesting additional staff support through Stage 2 of the Melbourne Collaborative Research Infrastructure Program (MCRIP). Please refer to the Instructions for Applicants and Funding Rules documents when completing this application. Platform applications for MCRIP should be developed in consultation with [RIC Major Initiatives](mailto:ric-majorinitiatives@unimelb.edu.au).

**Platform Title:**

# MCRIP Stage Two Additional Staff Support Justification

1. **Funding Request for additional FTE**

**MCRIP Stage 2 requested amount: $**

**MCRIP Stage 2 request term:** months/years

**MCRIP Stage 2 requested FTE:**       *(current level, not including application for additional support)*

1. **Personnel Budget Summary**

Please list all *additional* proposed MCRIP-supported personnel and salaries (i.e. over and above current requested FTE listed above). Please include on-costs and additional costs associated with CPI increases, increment progression and ratified promotions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Personnel** | **FTE** | **Contract Length** | **level (include automatic progression)** | **Base Salary ($) (include CPI increases)** | **Base salary plus 30% on costs** | **Total request over Stage Two term** |
| *Jane Doe* | *1.0* | *3 years* | *HEW6.3* | *$80,332* | *$104,433* | *$330,494* |
| *HEW6.4* | *$84,800* | *$110,240* |
| *HEW6.5* | *$89,093* | *$115,821* |
|  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |
| **Grand Total** | | | | | | **$** |

**N.B:** Insert additional lines, as required

1. **Budget justification for the additional technical support**

Requests for funding beyond MCRIP support of 2.0 FTE at $60,000 per position per year will require significant justification. Please provide investment rationale for the additional staff support.

*Budget justification may include:*

* *platform growth: significant increase in usage, purchase of new equipment, expansion/extension of footprint*
* *changes in governance structure*
* *operation: access/booking, data management, short term goals, financial and predicted utilisation and outcomes*
* *promotion of equipment/platform*

1. **DVCR/Partner Cash Contribution**

Category Two applications require a matched cash co-investment. Please provide partner co-contribution amounts over the request term. Evidence of cash co-investment in the form of certifications from co-contributors is required.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year One (20xx)** | **Year Two (20xx)** | **Year Three (20xx)** |
| **DVCR** |  |  |  |
| **[Academic Division]** |  |  |  |
| **[Department]** |  |  |  |
| **[Institution]** |  |  |  |

**N.B:** Insert additional lines, as required

Completed applications should be submitted to [ric-majorinitiatives@unimelb.edu.au](mailto:ric-majorinitiatives@unimelb.edu.au). No hard copies are required.

Applications that exceed 2 pages will be returned to the applicant for editing. Page limit does not include evidence of confirmation of contribution or certifications.

**Certification of University of Melbourne Head of Department/School (for all departments/ schools involved in the platform)**

I support this application and confirm that the [insert faculty/department] will contribute $[insert annual commitment] per year for 3 years for this Proposal if successful.

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | |
| Position: | |

**Certification of University of Melbourne Dean or Associate Dean Research\*\* of Faculty (ies) (for all Faculties involved in the platform)**

I support this application and confirm that the Faculty of xxx will contribute $      per year for 3 years for this Proposal if successful.

|  |  |
| --- | --- |
| Signature: | Date: |
| Name: | |
| Position: | |

\*\* Follow Faculty approval and budgetary delegation processes

**N.B.** Replicate Sign-off page for additional department/faculties as necessary