Research Infrastructure Scheme:  
Supporting Collaborative Research  
Frequently Asked Questions

Are multiple applications to be submitted for cross-Faculty or Faculty/ MWAC Infrastructure Projects?
Yes, identical applications have to be submitted to each Faculty/ MWAC involved.

Some of the named participants on my application are from other Faculties. Does this constitute a cross-Faculty/ MWAC Infrastructure Project?
No, projects are only considered as cross-Faculty/ MWAC Infrastructure Projects if the requested funds are split over more than one Faculty and/or MWAC.

What are the success rates for this scheme or the previous MREII?
Success rates for these schemes are not available as they cannot be given accurately. Faculties might have different internal procedures, for example a call for Expressions of Interest to select proposals for full applications, hence success rates are not representative.

What are the internal submission deadlines for each Faculty and MWAC?
Faculties and MWAC set their own internal deadlines in order to be able to forward applications together with their ranking to the PVC (Research Infrastructure) by November 2, 2016. Please contact your School office for information on internal deadlines and any other department-specific procedures (e.g. Expression of Interest) that might be in place for your area.

How do I check whether my application duplicates already existing infrastructure at UNSW?
The PVC (Research Infrastructure) is currently setting up a database of all UNSW research equipment, which will be accessible online. In the future, applicants will be encouraged to check their application does not duplicate already existing equipment. In the meantime, the PVC (Research Infrastructure) is reviewing applications for duplication.

Can I include participants external to UNSW on my application, including from overseas?
Yes, UNSW external and international researchers can be included as applicants. However, the lead investigator (“First Name Applicant”) must be a member of the academic staff of UNSW, and on the payroll of UNSW or have been formally appointed to UNSW according to established processes for Conjoint or Clinical appointments for Area Health Services or associated research institutions (refer to the guidelines for more details on eligibility criteria).
Will all Network Labs have to implement a cost recovery mechanism and what does that mean?
Yes, all funded Network Labs are expected to implement a cost recovery mechanism to at least partially recover their operating costs (e.g. visits by the service engineer, spare parts, maintenance, reagents). This might mean charging user fees in the form of hourly instrument charges or subscription fees etc. The PVC (Research Infrastructure) will help with setting up an appropriate mechanism for funded Labs. The intention is to keep cost recovery simple and non-onerous. The mechanism does not have to be fully refined at the application stage, the question on cost recovery mechanism in the application form simply aims to get the conversation started.

I am setting up a new lab at UNSW, should I submit an application for a Network Lab?
No, these types of projects are not intended to fund the establishment of a new lab or capital works. Network Labs aim to facilitate access to and use of already existing research equipment/infrastructure at UNSW by providing research support staff to operate this equipment/infrastructure, provide training, etc. As for any application under this scheme, there also has to be appropriate space already available to house the Network Lab. You cannot ask for space or building services works under this scheme.

Do I really have to provide three quotations with my application?
Yes, for each individual item over $30,000 (incl. GST) three quotations should be attached to the application. If your application is successful, you will still be able to choose the supplier you prefer regardless of potential cost savings. Only in special circumstances can fewer quotations be accepted and this must be fully justified. An example can be highly specialised equipment, which is only provided by a single supplier.

Do I have to use the Request for Quotation template provided?
You are encouraged to use this template, as this will ensure suppliers are aware of the UNSW requirements that have to be met, and hence are able to set pricing accordingly. If awarded the funds, you might also be able to raise the Purchase Order based on this RFQ without the need for obtaining another quotation, since the RFQ template incorporates UNSW requirements and asks for a six-month quotation validity.

If my application is successful, what is the timeline for raising a Purchase Order? Can the purchase be made this calendar year?
Awards are announced early December 2016, hence there will only be a narrow window between the announcement and the annual shutdown of the finance system. Realistically, it is not likely that a Purchase Order could be raised in 2016. Furthermore, the funds will only be released to successful applicants in January 2017.

Who should I contact for advice on issues with the site for the equipment/infrastructure/ Network Lab?
Your first point of contact should be your Faculty’s Client Facility Manager (CFM). If they are not able to assist, they will direct your enquiry to the appropriate contact, which could be the
Manager of the Capital Works Program or the Associate Director of Asset Management. Some Faculties also have an Infrastructure Manager who should be kept in the loop and might also be able to assist.

**Who should I contact for advice on allocation of space?**
Your first point of contact should be your Head of School/ Centre and the General Manager or Infrastructure Manager of your Faculty. Where new space allocation is involved, be aware that you will also require University-level approval.