AINSE Supported Facilities (ASF)
EXPRESSIONS OF INTEREST
Conditions, Guidelines & Rules
For period 1 Jul 2016 – 30 Jun 2017

To make an application:
1. Identify the facilities you would like to use through the AINSE Supported Facility Guide (ASF Guide).
2. Prepare a draft application, including proposal title, scientific objectives, background, proposed method and program. Refer to the guidelines and rules section of this document.
3. Discuss your proposal with the task leader or facility contact scientist by email or phone.
4. Modify proposal if necessary.
5. Fill out the Expression of Interest Application Form.
6. When finished, save and print the application to take to your University/Institution for signatures.
7. When all signatures are on the hardcopy application, please scan the signature page as a PDF and attach to your application.
8. SUBMIT your expression of interest by sending it to ainse@ainse.edu.au by Friday 6th May 2016.
9. Your online expression of interest must be emailed by Friday 6th May 2016.

The ASF Guide lists the AINSE Supported Facilities available and the research staff attached to these.

Applicants must discuss their proposal with the relevant facility contact scientist(s) listed in the ASF Guide before submitting the expression of interest.

APPLICATIONS CLOSE Friday 6th May 2016
Conditions and Procedures

1. General

1.1 AINSE Supported Facility (ASF) funding is to support projects undertaken by research staff and students from its member organisations. This research is to have an identifiable focus on nuclear and nuclear-related applications and/or on the use of the AINSE supported Facilities (ASFs).

While the average size of AINSE Supported Facilities (ASF) (generally less than $10,000) may seem small in the context of the major grant schemes, they provide for training and research experience for the widest possible body of researchers and their students. AINSE Supported Facilities are often the valuable initial support, which allows a researcher to build the research profile necessary for success at other major funding bodies.

1.2 AINSE Supported Facility funding is made at the discretion of the AINSE Council through the AINSE Board after proposals submitted by member organisations have been reviewed by AINSE Specialist Committees.

1.3 AINSE Supported Facility funding is made subject to the conditions stated below, and the acceptance of AINSE funds is considered confirmation of acceptance of these conditions by the member organisations on behalf of the researchers (referred to as University researchers) named in the application.

1.4 It is the responsibility of all University researchers requiring access to the AINSE supported facilities to ensure that they have the appropriate security required prior to booking facility access, travel or accommodation. AINSE will not be responsible for funding travel due to bookings being made prior to a security clearance.

1.5 Assistance may be in the form of support for access to the ASFs as specified in the AINSE ASF Guide. Access to facilities is not guaranteed: equipment failure or other difficulties may arise which prevent the execution of the funding. AINSE does not accept any responsibility for the consequences of equipment becoming unavailable and funding will not be carried over to subsequent funding rounds.

1.6 AINSE Supported Facility funding usually contributes towards the facility access associated with the use of ASFs, and/or the costs of travel and/or accommodation during periods of attachment, if the university researcher lives in a city different from that in which the facility is located.

1.7 For auditing purposes, a statement of payments made on behalf of any member organisation can be supplied at the end of the calendar year. The funding is for a non-recurring period of 12 months.

1.8 AINSE Supported Facility funding indicates the month(s) on the notification of funding when the facilities are to be used. It is the responsibility of the successful applicant to liaise with the Facility Contact Scientist to secure a booking in the month(s) as indicated. AINSE must be notified in writing prior to any variation of this schedule. Failure to do so may result in loss of the funding.

1.9 Allocations received by way of AINSE Supported Facility funding must be used for the purposes specified by AINSE and as proposed in the submission, and any proposed re-allocation must be approved in writing by AINSE.

1.10 AINSE Supported Facility funding does not provide for salaries or stipends.

1.11 Member organisations must be current financial members of AINSE in order to be granted funding or to seek payment for any ASF funding reimbursement costs.

1.12 AINSE accepts no liability for expenditure or facility allocation in excess of the specified amounts in the Notification for funding.

1.13 The funding should be used in the month(s) indicated on the Notification of ASF funding and in the year(s) of the funding depending on which round has been provided, unless there is a prior agreement in writing from the Managing Director. After the specified date(s) have passed the only claims that will be considered are those for payment or reimbursement of approved expenses incurred during the period of the funding. Notification of any such claim must be received by AINSE before the expiry date of the funding. No claims for payment in respect of expenses for travel and accommodation, or any other services, which occurred after the expiry date of the funding can be met.
1.14 You should discuss your proposal with your member organisation representative (Research Office).

2. How AINSE Supported Facilities Funding Operate

2.1 Day-to-day administration of access to ASFs under the AINSE Supported Facilities funding scheme is the responsibility of the owner of the facility.

2.2 At the beginning of allocation where funding includes support for access to the facilities at the ASFs, the facility contact officer, will be provided with details of all AINSE Supported Facilities funding involving access to facilities within their areas.

2.3 In general, where funding includes support for access to an ASF and the university investigators have arranged for the purchase of equipment and materials, the university Business Manager, or their equivalent, will raise an invoice against the relevant funding component. AINSE accepts no liability for expenditure in excess of the amount specified in the AINSE Notification of Funding.

2.4 Where expenses are to be claimed for minor equipment and materials an “AINSE Supported Facilities Funding Authorisation” form must be signed by the university investigator. The ASF contact scientist will, in accordance with their facility procedures, supply a copy of the “AINSE Supported Facilities Funding Authorisation” form to AINSE to enable expenditure against the funding to be monitored and controlled.

2.5 When it becomes apparent that ASF funding will not be used, for any reason whatsoever, in the month indicated on the application, it is the responsibility of the ASF funding Chief Investigator to notify AINSE prior to and at the least no later than that month. Failure to do so may result in cancellation of the funding.

AINSE Supported Facilities Funding comprising one or more of the following components:

3 Travel and Accommodation

3.1 General

3.1.1 Funding for travel and accommodation may be made to help cover the expenses of university investigators or students visiting for the purposes specified in the ASF funding notification. Such funding is calculated on the basis of reasonably available discount air fares, or their equivalent for other forms of travel, transport to and from airports (via train and bus), and accommodation charges (including breakfast and evening meals).

Research students are usually housed in shared accommodation based on college style lodgings. In the case of funding made to universities within reasonable driving distance of the ASF, research students who are involved with the project are expected to claim a petrol allowance in lieu of accommodation. The petrol allowance is based on the distance between the university and the ASF, and the number of access days funded.

Expenses which AINSE will approve for travel and accommodation are limited to those involved in visits to AINSE supported facilities only, except in special cases included in the Notification of funding, or where AINSE’s written approval has been obtained prior to the journey.

3.1.2 The AINSE Supported Facilities funding shall be regarded as a contribution towards the university researcher’s expenses, and shall not be adjusted to reflect any increases or decreases in travel costs throughout the year.

3.1.3 University researchers visiting ASFs will be responsible for making their own accommodation bookings and settling accounts.

3.2 Invoicing and Payment

3.2.2 Reimbursement for travel costs incurred by the university researcher can be met directly by AINSE, up to the limit funded for that purpose, on receipt of an appropriate tax invoice from the university or vendor. Tax invoices for all claims will be required for auditing purposes. Tax invoices must identify the AINSE Supported Facilities funding number and be marked for the attention of the Accounts Officer, AINSE.
3.2.3 Reimbursements for accommodation costs will be met by AINSE, up to the limit on the Notification of Funding, on receipt of an appropriate tax invoice.

4 Facility Access Charges

4.1 General

4.1.1 Charges apply for the use of all ASFs by AINSE member organisations. The Notification of Funding will specify which facilities may be accessed and for how long, as well as the value of the access. Charges for access to facilities shall be those approved by the AINSE Council.

4.1.2 The costs involved in access to facilities will be paid by the member organisation directly to the ASF, up to the maximum amount allocated for that purpose as specified in the Notification of Funding. The university must be a financial member of AINSE before expenditure under an ASF Fund can be authorised. ASF Funds will either be held in abeyance, or the university may be billed for facility access provided at commercial rates, until the outstanding membership subscription is received.

4.2 Arranging the Use of Facilities

4.2.1 University researchers (including any students visiting under the ASF Fund) are responsible for ensuring that they have appropriate security clearance to enter any ASF.

4.2.2 Facility Contact Scientists will be responsible for University researchers whilst they are visiting ASFs. Researchers must arrange, through their member organisation, their own insurance against injury and / or damage to themselves or third parties (personal and property).

4.3 Completion of Access

4.3.1 On completion of access to the facilities on each visit, the university researcher must sign the appropriate sections of the "AINSE Supported Facilities funding Authorisation Form". The completed Authorisation Form will be forwarded by the facility contact scientist to AINSE for recording purposes.

5. Conditions Relating to ASF Funding

Any proposed variation of ASF funding should be made in writing to the Managing Director, AINSE, for approval. Claims for reimbursement of University Costs, Travel and Accommodation expenses should be submitted to AINSE either by the individual concerned, or by the relevant university. A completed AINSE reimbursement form together with a University Tax Invoice itemising where relevant the fares and allowances claimed, and other costs, should be scanned and forwarded without delay to ainse@ainse.edu.au.

6. Conditions of Ownership of Material and Equipment

All material and equipment, wholly or partly purchased with funds provided by AINSE under "University Costs", becomes upon delivery the property of the university to which the funding is made.

7. Ownership of Intellectual Property

As a general rule, intellectual property rights in the results of an AINSE Supported Facilities Funding project involving ASF scientists shall be the joint property of the university accepting the ASF Funding and the ASF, but such rights may, in all cases, be subject to negotiation between those parties. Where it is anticipated that intellectual property rights of commercial value will be generated by a project which is the subject of an AINSE Supported Facilities funding, applicants are advised to consult their legal representatives. Intellectual property rights which exist, or may exist, in any AINSE Supported Facilities funding project must be identified and steps taken to ensure that whatever protection is required is put into place before disclosure of the subject matter is made to any outside parties.

8. Publications and Acknowledgment

Appropriate acknowledgement must be made when the results of work undertaken with AINSE assistance are presented at conferences or invited talks or are submitted for publication. AINSE must also be informed of the publication. Suggested wording for inclusion in Acknowledgements of publication:

“[The authors would like to thank AINSE Ltd for providing financial assistance (ASF funding No ………..) to enable work on …………… to be conducted.]"
Attention is also drawn to the AINSE Gold Medal Award for excellence in research based on publications which acknowledge AINSE support.

9. **Progress Reports**

9.1 For each project receiving an AINSE Supported Facilities funding a Progress Report must be submitted promptly after the completion of the experiments. The report must be made on the form provided at [http://www.ainse.edu.au/forms_and_guidelines](http://www.ainse.edu.au/forms_and_guidelines) and be available for display on the AINSE website.

A report will usually be 1 – 2 pages. It should include appropriate experimental results, probably best represented in a table, graph, chart, or diagram. As well as describing the results, a brief interpretation and consideration of significance should be made.

If you have concerns about the confidentiality of the results you may request that the report be kept confidential for a period of 12 months.

The Progress Report must be e-mailed to AINSE in .docx format, and a signed copy sent by email or fax. If publications arise from an AINSE Supported Facilities funding, the university researcher must notify AINSE of the details including title, authors, journal, volume, page number(s), month, year, DOI (if available), and the related AINSE Supported Facilities funding number. If presented at a conference then details of the conference name, poster or abstract and page number in handbook/proceedings and dates must be included.

9.2 University researchers and/or projects that have received three or more years' support under the AINSE Supported Facilities funding scheme may be required to provide a full report for assessment by the appropriate AINSE Specialist Committee, which shall have the option of seeking external review before further funding is approved.

9.3 AINSE strongly encourages university researchers to make abstracts and final reports from their research work available to the "International Nuclear Information System" (INIS). INIS is an established database managed by the "International Atomic Energy Agency" (IAEA) and facilitates the dissemination and retrieval of information on a wide range of peaceful uses of nuclear technology. More information on INIS can be found on the IAEA website [http://www.iaea.org/inisnkm](http://www.iaea.org/inisnkm). AINSE can assist with sending your abstract to the IAEA.

**Documentation referred to in these conditions and procedures is available on the AINSE website at [www.ainse.edu.au](http://www.ainse.edu.au)**

**General information**

The charges associated with access to AINSE supported facilities and services are reviewed and agreed by AINSE and the ASF, each year. Where the use of AINSE-supported facilities is requested, you must discuss and agree on the proposed method and program with the appropriate contact scientist or research task scientist, as listed in the [AINSE Supported Facilities (ASF) Guide](http://www.ainse.edu.au/forms_and_guidelines).

The costs involved in the use of facilities will be indicated to your university by AINSE when each ASF Fund is activated, up to the maximum amount allocated for that purpose in the funding.

If you are unable to use your AINSE Supported Facilities funding in the month specified in your application you should, prior to this time, negotiate alternative dates with the facility contact scientist or research task scientist within the ASF funding validity period and inform AINSE of the change proposed. AINSE will confirm if the negotiated variation is approved.
GUIDELINES FOR COMPLETING THE APPLICATION FORM

You must allow sufficient time to discuss your proposal with the relevant facility scientist or research task scientist. We recommend you send your draft application including scientific objectives, background, proposed method and program to the contact or research task scientists for comment prior submitting your application.

These notes are intended to clarify the information you are required to submit and are presented in the same sequence as the application form.

Each application must be prepared by the chief investigator responsible for the project using the expression of interest form on AINSE’s website.

Once you have completed your application you should print a copy for you and your authorised representative of your Research Office to sign. Sign the printed copy of your application and have an authorised representative of your Research Office countersign it.

When all signatures are on the hardcopy application, please scan the signature page as a PDF and attach it to your application before you submit it.

Expression of Interest Application Form

The application form can be found on the AINSE Website:
http://www.ainse.edu.au/forms_and_guidelines

AINSE Supported Facilities funding form will be labelled as Expressions of Interest - AINSE Supported Facilities funding (ASF) 2016.

Download the application form and save the form to your local or network drive

Application Title

Please enter a concise title that best describes the project. Use 120 characters or fewer.

Specialist Committee

Your application will be assessed by one of four specialist committees. From the drop-down list, you should select the committee you think is best placed to assess your application. This advice will be considered by AINSE but it does not constrain AINSE to send your application to the committee nominated. The Four AINSE specialist committees are:

Archaeology and Geosciences

Applications in this area would be seeking to advance knowledge in any of the branches of archaeology or geosciences. Applications may be made for AMS studies (\(^{14}\)C, \(^{10}\)Be, \(^{26}\)Al, \(^{129}\)I, \(^{238}\)U, and Pu analyses), PIXE/PIGE, \(^{210}\)Pb analyses, stable isotope analyses, multiple surface analysis, high energy heavy ion microprobe analyses, NAA/DNAA characterisation of materials to support the aims of the project.

Biotechnology and Biomedical Sciences

Applications in this area will involve collaborative research into radionuclide development, radiopharmaceutical research and development, integrative biology, and imaging. For more information go to ANSTO LifeSciences.

Environmental Sciences

Applications in this area would be seeking to understand problems based in environmental science, the analysis of natural processes, and experiments on organic or inorganic materials, or the biota. This would include NAA/DNAA characterisation, multiple surface analysis, aqueous radionuclide geochemistry, \(^{210}\)Pb analyses, AMS studies, tritium analyses, high energy heavy ion microprobe analyses, environmental radioisotope tracing, stable isotope analyses, aerosol measurements and aquatic monitoring.
Materials Science and Engineering

Applications in this area will involve the study of the structure of materials at an atomic or molecular level involving instruments including x-ray scattering and reflectometry, electron microscopy and NMR.

Applications in this area will involve collaborative research into the development of selective adsorbent materials, the development of nano-scale materials, the development of spectroscopic x-ray imaging technologies for diagnostic imaging and security screening applications, micro- and nano-dosimetry for applications in medical physics, radiation protection and radiobiological research, the effects of ionising radiation on critical trace evidence, x-ray test pieces and algorithms that improve border security screening performance in maritime, vehicular and aviation contexts, radiation damage effects in first wall barrier materials for fusion energy applications, radiation damage in TiO₂ polymorphs, systematics of radiation damage in complex oxides, modelling of welds in structural materials, and materials properties at high temperatures.

Project Details

1. Scientific objectives
In 100 words or less, describe the research question/s you will answer in this project. Provide a concise statement of the scientific objectives including the expected outcomes.

2. Background
Supply background information that will assist the specialist committee in focusing on the scientific context of your application. You should include:

- the relationship of the investigation to present knowledge and to comparable investigations in progress elsewhere and
- the relationship of the investigation to your body of work.

3. Proposed Method
Provide a concise outline of the experimental program for the project, in no more than 1000 words. Specify the design of the experiment, the procedure to be followed, project milestones for the achievement of scientific objectives, and any other information which will assist AINSE in making a scientific evaluation of the proposal. Continuing, or closely related projects, must include a brief progress report on your current or previous AINSE Research Project(s).

Details should be given of the facilities, equipment, services, and consultations, which you plan to use. The use of such facilities must be discussed with the facility or research scientist (Contact Scientist) responsible (see point 12 - Primary contact scientist and Support Requested, below). The ASF Guide lists the facility contact scientists. Additional information is required for many facilities, and should be discussed with the Contact Scientist before your application is submitted. This information should be included in your application.

4. Justification
You must state clearly and concisely why the facility or facilities you have chosen is/are necessary for the project.

5. Socio-Economic Code
Using the Australian Research Council (ARC) Standard Socio-economic Objective classification give the code that most closely fits the expected outcome of the project. Codes can be found at http://www.arc.gov.au/rfcd-seo-and-anzsic-codes

6. Fields of research code
Using the Australian Research Council (ARC) Standard Field of Research Classification Codes give the code that most closely fits the expected outcome of the project. Codes can be found at http://www.arc.gov.au/rfcd-seo-and-anzsic-codes
7. Australian National Research Priorities
Select the National Research Priority that best covers the work that your application will address.

8. Commercial - in confidence
Does your application need to be regarded as Commercial - In Confidence? Select yes if the proposed project is commercially sensitive and should be treated as "commercial - in confidence" by AINSE, ASF and the Specialist Review Committee. Generally it is expected that information resulting from an AINSE Supported Facilities funding will be made freely available and publishable.

9. Other investigators
Give the names and affiliations of other investigators and collaborators at the ASF who will be involved with this project. It is desirable that an ASF staff member be nominated to supervise students when they are at the facility.

10. Research students
List students who will be part of this project. AINSE records the names of research students who benefit from AINSE Supported Facilities funding, as the number of students is one of the measures of success of AINSE.

11. Nationality/citizenship of all researchers intending to visit ASF
Please list the nationality of all researchers (including students) who intend to visit the ASF to conduct work.

12. Primary contact scientist
The primary contact scientist is the facility contact scientist or task leader who is responsible for access for the majority of the proposed work. Refer to the AINSE Supported Facilities (ASF) Guide to determine the feasibility, ethics, safety requirements, and availability of facilities or collaborations.

It is essential that your project is discussed with the contact scientist responsible for each facility you propose to use or collaboration you propose to undertake. The contact scientist may provide you with additional information to include in your application. Your application will not proceed without such a discussion.

13. Other contact scientist(s)
List the names of other Contact Scientists who are responsible for other facilities and services you propose to use, and with whom the project has been discussed.

14. Contact scientist approval
It is essential that your project is discussed with the contact scientist responsible for each facility you propose to use or collaboration you propose to undertake before you submit your application. The contact scientist or task leader for each facility or collaboration will review all applications naming their facility or collaboration. If you have not discussed your application with the relevant facility scientists or collaborators your application will not proceed.

Any Other Information in Support of This Application
Use this space to provide additional supporting information, or to expand upon information given elsewhere in your application.

Attach or insert images (jpeg, png), documents, or spreadsheets to which you refer in your application. Please ensure they have explanatory captions so they can be easily linked to the appropriate section of your application.
Support Requested

Facility Request

Details of facilities are given in the *AINSE Supported Facilities (ASF) Guide*. You should already have discussed your application with the contact scientist(s) or research task scientist and agreed on the most appropriate facilities, number of days (or samples) required, and availability of the facility and contact scientist(s) or research task scientist during the requested time.

Select the facility from the drop-down list. Enter the quantity. Enter in the proposed month of use. The proposed month of use is key scheduling information and must be completed as accurately and realistically as possible. You can add the same facility more than once as long as the month of use is different. You can add multiple facilities for use in the same month. Click “Add” after each selection.

Since access to facilities is limited, preference may be given to those components of the project which will be ready to begin earlier. On some facilities, access may be funded for specified dates only. Researchers unable to use the facilities on those dates may forfeit their funding.

Travel request

If you or a researcher (including students) named on the proposal plan to attend an ASF to carry out all or part of the project you can request travel support.

Add the travel mode (Air or Car). Select the researcher travelling.

Travel support is calculated on the basis of reasonably available discount air fares, or their equivalent for other forms of travel, and public transport to and from the airport (train and bus fares). In the case of funding from researchers at universities or institutions within reasonable driving distance of the ASF, petrol allowances are based on the distance between the university or institution and the ASF, and the number of access days funded.

Accommodation Request

If you or a researcher (including students) named on the proposal plan to attend an ASF to carry out all or part of the project you can request travel support.

Enter the number of nights. Select the researcher. Click “Add”.

Accommodation support is calculated on the basis of accommodation charges to a total of $135.00 per night.

Publications and previous AINSE Funding

1. Relevant publications

List the four most relevant publications that have arisen from previous work carried out by you or another investigator named on your application.

If the article includes work supported by AINSE, please specify the AINSE Research Project number(s). Put a $ (dollar) symbol to indicate that AINSE support was acknowledged and an & (ampersand) symbol to indicate that ASF collaborators were included as co-authors.

Appropriate acknowledgment should be made when the results of work undertaken with AINSE assistance are submitted for publication. Attention is drawn to the AINSE Gold Medal Award for excellence in research based on publications over the past five years which acknowledge AINSE support. Anyone wishing to nominate someone for this Award should complete the Gold Medal nomination form.
2. Previous or current AINSE awards

List the AINSE Research Project numbers and project titles of any other current or previous AINSE Research Awards held over the past five years to any of the investigators named in this application. If any of these projects have not been completed, please provide an explanation in “Any Other Information in Support of This Application”.

3. Publications from previous AINSE awards not previously notified

Details of all published work from previous AINSE Research Awards where AINSE has not already been notified should be cited here. Put a $ (dollar) symbol to indicate that AINSE support was acknowledged and an & (ampersand) symbol to indicate that ANSTO or other ASF collaborators were included as co-authors.

4. Funding from other bodies

AINSE Supported Facilities funding is not normally funded for projects where alternative funding is available for the use of the same facilities or to analyse the same samples. If work is supported financially by industry or other government agencies it should be done outside the AINSE system.

Applications for AINSE Supported Facilities funding from university staff attached to a Cooperative Research Centre (CRC) in support of projects not directly funded by a CRC, that is, not part of the approved research plan of the CRC, may be accepted.

**AINSE will not fund a researcher where their nominated student holds an AINSE Postgraduate Research Award for the use of the same facilities to analyse the same samples.**

**Declarations**

1. Collaboration

Before you submit your application, you should discuss the extent of collaboration within the proposal with the appropriate contact scientist. A collaborative project involves intellectual input from both parties. The ASF contribution may involve experimental design, development of the proposal and its scientific objectives, detailed analysis or interpretation of results. ASF scientists contribute to collaborative projects when they are in a priority research area, or in an area in which they wish to explore new directions.

2. Extent of collaboration

It is expected that a collaborative project will result in joint publication (co-authorship). AINSE strongly encourages collaboration, although it is not a necessary condition for an AINSE Supported Facilities funding. **Collaborative projects may receive higher priority than service projects when a facility is over-subscribed.**

3. Other collaborators

Name any other investigators who will collaborate on this project not previously named in the Project details.

4. Intellectual property

For collaborative projects, both parties must be aware of each other’s expectations for protection and exploitation of intellectual property, including patents and publications. The Chief investigator and the ASF collaborator agree to advise their respective institutions if

i. at the time of writing the proposal, there is intent to generate IP that potentially could be patented or commercialised; or

ii. during the course of the investigation, any IP develops that potentially could be patented or commercialised.

The institutions, in endorsing the application, agree to enter into IP negotiations if requested by either party.
For service projects, ownership of intellectual property related to the project measurements resides with the university or researcher. New techniques or capabilities developed by the ASF in execution of the project will reside with the ASF.

5. Applicant’s declaration - name
Enter your full name (Given name(s) FAMILY NAME)

6. Applicant’s signature and date
Leave this blank until you print your application. When you print your proposal use the space for your signature and date.

7. Verification of university/institution support
Enter the name and designation of a member of your institution's research office who is authorised to sign your application.

8. Verification of university/institution support - signature, designation and date
Leave this blank until you print your application. When you print your proposal use the space for the signature of the authorised representative of your institution's research office.

Submission procedure
When you are satisfied that the details in your application are complete you should:

1. Take the printed copy to your research office for signing by:
   • the chief investigator (applicant)
   • an authorised member of the Research Office of your institution/university

2. When all signatures are on the hardcopy application, please scan the signature page as a PDF and attach to your application before you submit

3. Once the application is finalised, email the electronic copy of your application to ainse@ainse.edu.au.

For further information about the application process please call (02)9717 3376.
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1. Key Dates and Contacts

Closing time for submission of ASF funding Proposals
12.00 midnight (AEST)
6 May 2016

Notification of AINSE Supported Facilities funding
June 2016

Enquiries should be directed to:

Email: aine@ainse.edu.au
Phone: 02 9717 3436

2. Introduction

2.1 Overview and Objectives

2.1.1 This document sets out the Funding Rules for AINSE’s nationally competitive ASF funding Program.

2.1.2 AINSE is the Australian Institute of Nuclear Science and Engineering. It is an association of universities and research establishments in Australia and New Zealand. The primary function of AINSE is to advance research, education and training in the field of nuclear science, engineering and related fields within Australasia by being, in particular, the key link between universities, other member organisations and major nuclear science and associated facilities.

2.1.3 All parties involved in Proposals should read and understand these Funding Rules before submitting a Proposal to AINSE. Applicants are responsible for ensuring that their Proposals are complete and accurate.

2.1.4 Funding under AINSE Supported Facilities funding is provided to eligible Administering Organisations, not to researchers. That is, AINSE will only accept a Proposal which has been endorsed by an Eligible Organisation.

2.1.5 These Funding Rules are current as at April 2016. These Funding Rules are subject to change at any time.

2.2 AINSE Supported Facilities Funding

2.2.1 The objective of AINSE Supported Facilities funding is to support research undertaken by research staff and students at eligible organisations (see Appendix C for a list of Eligible Organisations). This research is to have an identifiable focus on nuclear and nuclear-related applications and/or on the use of the national facilities and expertise at ASF.
2.3 Selection Criteria

2.3.1 All AINSE Supported Facilities funding Proposals which meet the eligibility criteria will be assessed and merit ranked using the following selection criteria:

a. Chief Investigator’s (CI)
   - research opportunity and performance evidence
   - capacity to undertake the proposed research
b. Proposed project content
c. Significance, innovation and methodology
d. Alignment of the project to ASF’s research priorities.

2.3.2 A project for which funding is carried over into the next year in exceptional circumstances may influence the Specialist Committee’s decision on an application from the same CI.

2.4 Conflict of Interest

2.4.1 All parties involved in or associated with Proposals and AINSE-funded research projects are required to disclose to AINSE, and the other parties involved in the Proposal or project (including all Collaborating Organisations), any conflict of interest which has the potential to influence, or to appear to influence, the request for funding, or the research and activities, publications and media reports related to the Proposal/project. Such conflicts must be disclosed to AINSE at the time of the submission of a Proposal, and in reporting on AINSE-funded research projects, and notified to the other parties as soon as practicable after the conflict of interest is identified.

2.4.2 If, in the opinion of AINSE, any party involved in or associated with a Proposal has failed to disclose any such conflict of interest, AINSE may in its absolute discretion decide to not recommend for approval any or all Proposals involving that party.

2.4.3 If a conflict of interest exists or arises, the Administering Organisation must have documented processes in place for managing the conflict of interest for the duration of the project. Such processes must comply with the Australian Code for the Responsible Conduct of Research (2007) and any relevant successor document. In the event of any inconsistency between the original and any successor document, the latter document is to apply.

3. Funding

3.1 Level of Funding

3.1.1 All amounts referred to in these Funding Rules and Notifications of ASF funding are to be read as exclusive of GST (if any), unless expressly stated otherwise.

3.1.2 Funding for AINSE Supported funding is made at the discretion of the AINSE Council through the AINSE Board after proposals submitted by member organisations have been reviewed by AINSE Specialist Committees.

3.1.3 AINSE Supported Facilities funding usually contributes towards the costs associated with the use of ASFs, and/or the costs of travel to and from and/or accommodation at the facility.
3.1.4 Funds received by way of an AINSE Supported Facilities funding must be used for the purposes specified by AINSE, and any proposed re-allocation must be approved in writing by AINSE before such funds are committed.

3.1.5 When it becomes apparent that a Project will not be used, for any reason whatsoever, in the month indicated on the application, it is the responsibility of the CI to notify AINSE prior to and at the least not later than that month. Failure to do so may result in cancellation of the Project.

3.1.6 AINSE reserves the right to recommend funding for a Project at levels which may differ from those requested in the Proposal.

3.1.7 Administering Organisations which have submitted Proposals will be notified of the outcomes in a letter of offer for each Proposal that will indicate the financial assistance to be offered.

3.2 Period of Funding

3.2.1 Funding may be payable under these Funding Rules for AINSE Supported Funding after 1st January or 1st July in the designated funding period, unless other arrangements are approved by AINSE Council.

3.2.2 Projects are funded for 1 year.

3.3 Project Costs

3.3.1 The following project costs may be supported under AINSE Supported Facilities Funding:

a. access to ASF’s listed in the AINSE Supported Facilities (ASF) Guide. The costs involved in access to the facilities will be paid by the Eligible Organisation directly to the ASF.

b. a contribution to travel and accommodation costs for CIs, AINSE Research Fellows and research students to travel to the AINSE supported facility. The value of these contributions will not be adjusted during the year of the ASF Funding.

c. specialised equipment or materials essential to the project and required at the ASF. In general, equipment or consumables used to prepare samples are not supported.

d. where facility access costs exceed that allocated to the project, the extra will be charged by the ASF to the Eligible Organisation at the AINSE discounted rate.

3.3.2 In addition to the above, other costs which may be applicable to Projects with Research Fellowships, and may be supported under AINSE Supported Facilities Funding, are detailed in Appendix D.

3.4 Number of Proposals and Funded Projects

3.4.1 AINSE does not restrict the number of proposals that may be submitted.

4. Organisational Types, Roles and Eligibility

4.1 Eligible Organisations
4.1.1 A Proposal may be submitted only by an Eligible Organisation. Appendix C specifies Eligible Organisations. Each organisation must be a financial member of AINSE before project funds can be paid. Membership of AINSE is open to all research organisations with an interest in conducting research at an ASF.

5. **Roles and Eligibility for Researchers**

5.1 **Researcher Roles and General Eligibility**

5.1.1 Roles that may be undertaken by researchers under *AINSE Supported Facilities Funding* are:

a. Chief Investigator (CI);

b. Other Investigator; or

c. Research Fellow;

d. Research Student.

5.1.2 A Proposal must nominate a CI candidate.

5.1.3 All CIs, nominated on a Proposal must satisfy the eligibility criteria for the role they are to perform, as specified in Section 5 of these Funding Rules.

5.1.4 The first-named researcher nominated on a Proposal who is a CI on a Proposal will be considered the ‘Project Leader’.

5.1.5 A researcher nominated as a CI must take significant intellectual responsibility for the conduct of the proposed project and for any strategic decisions called for in its pursuit, and the communication of results. The researcher must have the capacity to make a serious commitment to carrying out the project and cannot assume the role of a supplier of resources for work that will largely be placed in the hands of others. AINSE reserves the right to determine whether a person has the requisite capacity to perform the role.

5.1.6 At the time of the submission of a Proposal, all obligations regarding previously funded projects involving the nominated CIs on the Proposal must have been fulfilled to the satisfaction of AINSE. Such obligations include the provision of satisfactory progress reports.

5.1.7 If AINSE considers that a researcher nominated in a Proposal as a CI does not meet the eligibility criteria in this Section or Sections 5.2 for the role which that researcher is to perform, the Proposal will not be recommended or approved for funding.

5.2 **Eligibility Criteria for Chief Investigators**

5.2.1 A researcher nominated on a Proposal as a CI must meet at least one of the following criteria for the full term of their participation in the project:

a. be an employee of an Eligible Organisation; or

b. be a holder of an Emeritus, Adjunct or equivalent appointment at an Eligible Organisation;
5.2.2 If a Proposal has been approved for funding and a CI is at any time during the project no longer able to work as proposed on the project, the project may be continued under a replacement CI provided that:

a. where the CI was the Project Leader, another investigator who was an original CI on the Proposal may become the Project Leader;

b. the project still includes at least one other investigator who was an original CI on the Proposal and the replacement CI is first approved by AINSE.

5.2.3 The project must be terminated where there are no other investigators who were original CIs remaining on the Proposal. Sole CI projects cannot be continued under replacement CIs.

6. Application Process

6.1 Proposals

6.1.1 The Proposal must contain all the information necessary for its assessment without the need for further written or oral explanation, or reference to additional documentation, unless requested by AINSE, including AINSE’s selection advisory committees. Additional information must not be submitted and may, at the absolute discretion of AINSE, result in the Proposal being ruled ineligible.

6.1.2 All details in the Proposal must be current at the time of submission.

6.1.3 In submitting a Proposal, the Administering Organisation and the CI are consenting to the Proposal being assessed under AINSE peer assessment procedures and agree to the release of the Proposal to third parties for assessment purposes.

7. Submission of Proposals

7.1 Submission of Proposals

7.1.1 Administering Organisations must submit expression of interest applications via email to ainse@ainse.edu.au.

7.2 Expression of Interest Application Content

7.2.1 Applications consist of an electronic form which must be completed and submitted via email to ainse@ainse.edu.au.

7.3 Format of the Expression of Interest Application

7.3.1 All text must be written in English and must comply strictly with the format, content and submission requirements as specified in this document which is available on the AINSE website. If an application fails to meet any format, content or submission requirements, AINSE may in its absolute discretion decide to not recommend the Proposal for approval.

7.4 How to Complete and Submit an Application

7.4.1 AINSE Supported Facilities funding Guidelines (see current document) is available on the AINSE website. This document specifies a range of requirements for Proposals and also assists parties in preparing Proposals.
7.4.2 The Administering Organisation must certify Proposals. Research Offices should ensure that a designated person is authorised to certify the printed application before the applicant attaches the signed signature page to the application.

7.4.3 AINSE reserves the right at any point in the process to seek evidence from the Administering Organisation to support the certification of Proposals.

7.4.4 If a Proposal has not been submitted through the appropriate Research Office/Chief Executive Officer for certification, the Proposal will not be recommended or approved for funding.

7.5 Closing Time for Expression of Interest

7.5.1 Close on 6th May 2016

7.5.2 Additions, deletions and modifications will not be accepted after submission, unless invited by AINSE.

7.5.3 Participants should note that Administering Organisations may have internal closing times for Proposal preparation that precede AINSE closing times.

8. Selection and Approval Process

8.1 Assessment and Selection Process

8.1.1 Assessment of Proposals is undertaken by AINSE Specialist Committees, which make recommendations solely on the basis of their expertise, and which may:

a. consider if a Proposal satisfies the eligibility criteria set out in these Funding Rules;

b. identify and consider any other matters that these Funding Rules state may result in AINSE recommending that a Proposal not be approved for funding;

c. request an expert to review a Proposal;

d. rank each Proposal relative to the others on the basis of the Proposal, and any expert reports;

e. assess and recommend the amount of funding to be made available for a Proposal.

Funding recommendations are made to the AINSE Board representing AINSE Council which, if satisfied, will recommend offers of ASF funding.

8.1.2 AINSE has procedures for managing organisational and personal Conflicts of Interest experienced by members of selection advisory committees, members of other AINSE Committees, AINSE staff, and other assessors, and for enabling individuals to withdraw from the assessment process for particular Proposals where any actual or perceived conflict may exist.

8.1.3 In addition to assessment by AINSE Specialist Committees, a Proposal may, at the absolute discretion of AINSE, be assessed by external assessors. Assessors may be drawn from a range of organisations to reduce the potential for conflicts of interest. Proposals will be assessed against the criteria set out in these Funding Rules and the reports by the assessors may include written comment.

8.1.4 Administering Organisations may provide written notification to AINSE naming any person or persons whom they do not wish to assess a Proposal. Such
notifications must contain detailed justification and be submitted through the Administering Organisation’s Research Office. This notification must not accompany the Proposal. The notification must be sent to the email address advised under ‘Contacts’ at the beginning of these Funding Rules and be received by AINSE by the closing time for Proposals, **12.00 midnight (AEST), 6th May 2016**

8.1.5 AINSE will consider the justification put forward to exclude any person as an assessor, but may choose not to give effect to such a request.
Appendix A

Fundamental Principles and Requirements

A1.1 Ethics and Research Practices

A1.1.1 All Proposals and AINSE-funded research must, unless otherwise approved by AINSE, conform to the principles outlined in the following and their successor documents:

b. National Statement on Ethical Conduct in Human Research (2007); and
c. as applicable, codes on animal research promulgated by the NHMRC.

A1.1.2 If there is any conflict between a successor document and its predecessor, then the successor document prevails to the extent of any inconsistency.

A1.2 Acknowledging AINSE support

A1.2.1 Contributions to research and other activities funded by AINSE must be appropriately acknowledged. When, at any time during or after completion of a project, the researcher or any other party publishes or produces material such as books, articles, newsletters or conference papers which relate to the ASF funding, the Administering Organisation must ensure (wherever possible) that AINSE’s contribution and support of the project is acknowledged in a prominent place and in an appropriate form. This acknowledgement should include the mention of AINSE as a funding body. Similar efforts should be made to acknowledge AINSE support when participating in television and radio programs, when interviewed by the print media and when otherwise speaking publicly about the project.

A1.2.2 Appropriate acknowledgement must be made when the results of work undertaken with AINSE support are submitted for publication. The suggested wording for inclusion in Acknowledgements of publication is:

“The authors would like to thank AINSE Ltd for providing financial assistance through ASF funding No ………/to enable work on ……………. to be conducted.”

A1.3 Dissemination of Research Outputs

A1.3.1 AINSE makes a significant investment in research to support its essential role in improving the wellbeing of our society. To maximise the benefits from research, findings need to be disseminated as broadly as possible to allow access by other researchers and the wider community.

A1.3.2 AINSE acknowledges that researchers take into account a wide range of factors in deciding on the best outlets for publications arising from their research. Such considerations include the status and reputation of a journal or publisher, the peer review process of evaluating their research outputs, access by other stakeholders to their work, the likely impact of their work on users of research and the further dissemination and production of knowledge. Taking heed of these considerations, AINSE endeavours to ensure the widest possible dissemination of the research supported under its funding, in the most effective manner and at the earliest opportunity.

A1.3.3 AINSE, therefore, encourages researchers to consider the benefits of depositing their data and any publications arising from an ASF funding in an appropriate
subject and/or institutional repository. If a researcher is not intending to deposit the
data from a project in a repository within six months of the completion of the
research, they should include the reasons in the project’s Progress Report. Any
research outputs that have been or will be deposited in appropriate repositories
should be identified in the Proposal Report.

A1.3.4 As publications arise from an AINSE Supported Facilities funding, the CI must
notify AINSE of the details including title, authors, journal, page numbers(s),
month, year, and confirm whether ASF personnel are co-authors, and whether
AINSE has been acknowledged.

A1.5 Confidentiality

A1.5.1 AINSE will treat information contained in a Proposal as confidential. However,
AINSE may disclose information contained in a Proposal, or otherwise provided to
AINSE, to the extent that the information is:

a. disclosed by AINSE to its Specialist Committees, ASF contact officers and
other advisers (including external assessors), research officers, employees or
other third parties in order to assess, evaluate or verify the accuracy or
completeness of a Proposal;

b. disclosed to AINSE’s personnel to enable effective management or auditing
of ASF funding or any Funding Agreement;

e. authorised or required by law to be disclosed;

f. disclosed in accordance with any other provision of these Funding Rules; or
g. in the public domain other than due to a breach by AINSE of any obligation
of confidence.

A1.5.2 Where information contained in a Proposal is made available to third parties for
evaluation or assessment purposes, AINSE will require the third parties to maintain
the confidentiality of the material.

A1.5.3 Notwithstanding the above, and in addition to the exemptions listed at Appendix A
subsection A1.5.1, AINSE may publicise and report offers or ASF funding,
including information about the proposed research; the name of the Fellows and
their organisations; the name of the Administering Organisation and any other
parties involved in or associated with the project; the title and summary
descriptions of the project and its intended outcomes (including the
national/community benefits that are expected to arise from the research); and the
level and nature of financial assistance from AINSE. Administering Organisations
should ensure that information contained in the project title and summaries would
not, if released, compromise their own requirements for confidentiality (such as
future protection of intellectual property).
A1.6 Intellectual Property

A1.6.1 AINSE does not claim ownership of any intellectual property in a Proposal or which is created or developed from the conduct of a project funded under AINSE Supported Facilities funding scheme.

A1.6.2 However, all Proposals become the property of AINSE on submission. Administering Organisations submit their Proposals on the basis that AINSE may copy, modify and otherwise deal with information contained in a Proposal (and allow any external assessor or other third party to do the same) for any purpose related to:

a. the evaluation and assessment of Proposals;

b. verifying the accuracy, consistency and adequacy of information contained in a Proposal, or otherwise provided to AINSE;

c. the preparation and management of any Funding Agreement.

A1.6.3 If a Proposal contains information belonging to a third party, the Administering Organisation must ensure that it has in place all necessary consents to allow AINSE to deal with that information in accordance with these Funding Rules, prior to the Administering Organisation submitting its Proposal.

A1.6.4 As a general rule, intellectual property rights in the results of an AINSE Supported Facilities funding involving ASF scientists shall be the joint property of the Eligible Organisation accepting the funding and ASF, but such rights may, in all cases, be subject to negotiation between those parties. Where it is anticipated that intellectual property rights of commercial value will be generated by a project which is the subject of an AINSE Supported Facilities funding, applicants are advised to consult their legal representatives.

For collaborative projects, both parties must be aware of each other’s expectations for protection and exploitation of intellectual property, including patents and publications. The Project Investigator and ASF collaborator agree to advise their respective institutions if

i. at the time of writing the proposal, there is intent to generate IP that potentially could be patented or commercialised; or

ii. during the course of the investigation, any IP develops that potentially could be patented or commercialised.

The institutions, in endorsing the application, agree to enter into IP negotiations if requested by either party.

For service projects, ownership of intellectual property related to the project measurements resides with the Eligible Organisation. New techniques or capabilities developed by ASF in execution of the project will reside with the ASF.

A1.6.5 Except with written approval from AINSE, all Proposals and AINSE-funded (ASF) research must comply with the National Principles of Intellectual Property Management for Publicly Funded Research (available on the ARC website) and accord with any intellectual property policies of the researcher’s organisations.
A1.7 Incomplete or Misleading Information

A1.7.1 If AINSE considers that a Proposal is incomplete, inaccurate or contains false or misleading information, AINSE may in its absolute discretion decide to recommend that the Proposal not be approved for funding.

A1.8 Insurance and Liabilities

A1.8.1 Administering Organisations are to ensure that their researchers are covered by liability, indemnity and insurance provisions.
Appendix B

Administration of Funding

B1 Notification of ASF Funding

B1.1 By signing the Proposals the Administering Organisation is agreeing to these Funding Rules. Upon receipt of the Notification of ASF funding the Administering Organisation may decline the offer.

The Notification of ASF funding will specify which facilities may be accessed and for how long, as well as any charges for this access.

B1.2 On completion of access to the facilities on each visit, the CI must sign the appropriate sections of the “AINSE Supported Facilities funding Authorisation Form”. The completed Authorisation Form will be forwarded to AINSE for recording purposes.

B1.3 Administering Organisations should note that these rules cover the post-funding management, including reporting requirements and financial management.

Any unexpended funds revert unconditionally to AINSE at the end of the funding period.

If budgets as indicated on the Notification of ASF funding are exceeded, the excess expenditure will be deemed to be a debt due to the facility owner by the university. AINSE accepts no liability for expenditure in excess of the amount specified in the Notification of ASF funding.

B2 Varying the Notification of ASF Funding

B2.1 Requests to vary the Notification of ASF funding must be forwarded in writing by the Administering Organisation’s Research Office to AINSE. Any amendment of the Notification of ASF funding will be at the absolute discretion of AINSE.

B2.2 The Notification of ASF funding may be varied in regard to the amount of financial assistance, the period of financial assistance, and/or the name of the organisation receiving financial assistance.

B2.3 AINSE may vary the funding approval if:

a. any of the organisations involved in the project end, or substantially change, their involvement with the project;

b. the research changes so that it is no longer consistent with the description in the funding approval as previously approved or as otherwise varied;

c. the desirable period of funding for a project is not consistent with the period in the funding approval as previously approved or as otherwise varied; or

d. AINSE considers and recommends that the particular circumstances of the project warrant variation of the funding approval, providing such variation is reasonably justified upon the facts of the case and any variation or change to the project accords with AINSE Supported Facilities funding scheme objectives.
B3 Reporting

B3.1 CIs are required to submit progress reports to AINSE concerning funded projects, in the format provided once the experimental results are finalised.

B3.2 CIs are required to notify AINSE of the details of any publications including title, authors, journal, volume, page number(s), month, year, DOI (if available), and the related AINSE Supported Facilities funding number.

B3.3 In general, where a Project includes support for access to the facilities, and/or minor equipment or materials at the ASF and the CI or other investigator have visited the facility, accessed the facilities, and/or arranged for the purchase of equipment and materials or the ASF will raise an invoice on the Administering Organisation.

B4 Day-to-day administration of access to ASFs

B4.1 Day-to-day administration of access to ASFs under the AINSE Supported Facilities funding scheme is the responsibility of the owner of the facility. Access to facilities is not guaranteed: equipment failure or other difficulties may arise which prevent the execution of the grant. AINSE does not accept any responsibility for the consequences of equipment becoming unavailable.

B5 Termination

B5.1 AINSE may terminate an ASF funding project at any time if it is not satisfied with the progress or conduct of the Researcher.
Appendix C

Eligible Organisations

New South Wales
- ANSTO
- Charles Sturt University
- Macquarie University
- Southern Cross University
- The University of New England
- The University of New South Wales
- The University of Newcastle
- University of Technology, Sydney
- Western Sydney University
- University of Wollongong

Victoria
- The Australian Synchrotron
- Deakin University
- La Trobe University
- Monash University
- RMIT University
- Swinburne University of Technology
- The University of Melbourne
- Federation University

Queensland
- CQUiversity
- Griffith University
- James Cook University
- Queensland University of Technology
- The University of the Sunshine Coast
- The University of Queensland

Western Australia
- Curtin University of Technology
- Edith Cowan University
- Murdoch University
- The University of Western Australia

South Australia
- The Flinders University of South Australia
- The University of Adelaide
- University of South Australia

Tasmania
- University of Tasmania

Northern Territory
- Charles Darwin University

Australian Capital Territory
- University of Canberra

Multi-State
- Australian Catholic University
- CSIRO
- The Australian National University

New Zealand
- University of Auckland
- University of Canterbury
- Victoria University of Wellington
- Otago University
- Massey University
- The University of Waikato
Acronyms and Definitions

The following acronyms are used in AINSE Funding Rules

- AINSE: Australian Institute of Nuclear Science and Engineering
- ANSTO: Australian Nuclear Science and Technology Organisation
- ASF: AINSE supported facility
- CI: Chief Investigator
- CSIRO: Commonwealth Scientific and Industrial Research Organisation
- GST: Goods and Services Tax
- NHMRC: National Health and Medical Research Council

Definitions

In these Funding Rules, unless the contrary intention appears:

- **Adjunct or Emeritus Appointment** or equivalent means that an Eligible Organisation has a formal agreement with a researcher which establishes an ongoing association with the Eligible Organisation, of the nature of an emeritus or honorary academic or visiting fellow. AINSE may seek documentary evidence of such an association if it is considered necessary.

- **Administering Organisation** means a Financial AINSE Member Organisation which submits a Proposal for AINSE Supported Facilities Funding and which will be responsible for the administration of the funding if the proposed project is approved for funding. Membership of AINSE is open to any research organisation wishing to conduct research on an ASF facility.

- **Applicant** means the Administering Organisation. ASF Funding is provided to Administering Organisations, not to individual researchers.

- **AINSE** means AINSE Ltd, as registered under ASIC.

- **AINSE website** is www.ainse.edu.au

- **Chief Investigator (CI)** means a researcher who satisfies the eligibility criteria for a Chief Investigator.

- **Collaborating Organisation** means any organisation which is identified in the Proposal as a contributor to the project.

- **Conflict of Interest** means an actual or perceived conflict between a person’s public duty and their private or personal interest.

- **Eligible Organisation** means an organisation which is eligible to apply for and receive an AINSE Supported Facilities Funding under ASF Funding Rules as specified in Appendix C.

- **Financial member** means a member of AINSE that has paid their current membership subscription.

- **Funding Rules** means this document.

- **GST** has the meaning as given in section 195-1 of the A New Tax System (Goods and Services Tax) Act 1999.

- **Host Organisation** means an organisation at which a Fellow undertakes their research while holding an AINSE Fellowship.

- **Research Priority** means a research priority as detailed on AINSE website.

- **Project** means a project, including individual fellowships, approved by AINSE Council for funding.
**Project Leader** means the first-named researcher nominated on a Proposal who is a CI or prospective AINSE Research Fellow.

**Proposal** means a request to AINSE for the provision of financial assistance for ASF funding which is submitted in accordance with ASF Funding Rules.

**Research Office** means a business unit within an organisation that is responsible for administrative contact with AINSE regarding Proposals and ASF Funding.