

Theo Murphy Initiative (Australia) 2021/22 round

FAQ and tips for activity proposals

Am I eligible to propose an activity?

All proposals must include at least 1 EMCR Forum member on the organising committee. [Becoming a member of the EMCR Forum](#) is free and can be done online. The Academy defines EMCRs as researchers up to 15 years post-PhD excluding career breaks, irrespective of their type of appointment or type of employer. If you are not an EMCR but wish to submit a proposal, please find an EMCR to work with you.

Who should be on my organising committee?

The committee needs to be a group of people committed to contributing to the success of your activity and all members should fit the needs of your activity. For example, if you want to run an interdisciplinary conference bringing together engineers with biologists, then your committee should include both engineers and biologists.

While EMCR involvement is strongly encouraged, and at least one committee member must be an EMCR, other the committee members can be researchers at any part of their career. The committee can include non-researchers where relevant.

All committee members must agree to seek additional funding to support the activity and provide their time as in-kind support (not to be included as confirmed or prospective support on the application).

Please consider the principles of equity, diversity and inclusion in the composition of your committee.

How am I involved after the proposal?

It is expected that the activity's organising committee will work closely with the Academy's Secretariat to organise and deliver the activity. Typically, the organising committee provides the scientific expertise and knowledge of the sector and/or discipline required for the activity, while the Academy provides expertise including project management, event organisation, registration and application management, creation of a website for the event, design, editing and publications, and communications/media support. The Academy's Secretariat will provide guidance and advice to the committee regarding scope, deliverability and project management. They will be responsible for managing the financial resources and ensuring that the goals of the activity are delivered to a high quality.

Can existing groups propose an activity?

Yes. If you are a member of the EMCR group at your university or your scientific society or another group, you are welcome to propose an activity using this group as part or all of your organising committee. Please note that reach of the activity is part of the selection criteria, and activities which are restricted to EMCRs at a single university or organisation will not be funded.

I have an idea, but I don't have all the details worked out. Can I still submit a proposal?

Yes. The Secretariat will work with the committees from all the successful proposals to deliver the

best possible activity based on their proposal. This means that some details of the final activity may be different to what was originally proposed. We are looking for great ideas from which we can deliver fantastic outcomes for EMCRs, and we will work with you to sort out the details.

That being said, we do need to understand the idea! So please make sure your application includes enough detail in the *description of activity* section for the EMCR Committee of Council to understand what you are proposing.

What type of support is available?

Successful projects receive the support of the Secretariat to deliver the goals of their project. The Secretariat will work with the organising committee, connecting them where appropriate to other Academy staff, to deliver the best possible activity based on the proposal. The Academy is able to provide expertise in (but not limited to) project management, event organisation, registration and application management, creation of a website for the event, design, editing and publications, and communications/media support.

The Academy's Secretariat will provide guidance and advice to the committee regarding scope, deliverability and project management. The Secretariat will be responsible for managing the financial resources and ensuring that the goals of the activity are delivered to a high quality.

How do I select the type of activity I want to deliver?

Applicants are encouraged to read the description and examples of the activity formats that are eligible to receive support from the Theo Murphy Initiative (Australia) in the 2021-2022 round. This information has been designed to help applicants select the type of proposal they should submit in the application page.

The activity format and objectives will help the Secretariat and EMCR Committee of Council determine the feasibility and capacity to deliver the proposed activity within the budget.

Does the Theo Murphy Initiative provide full funding?

The main benefit of running an activity through the Theo Murphy Initiative is the support provided by the Australian Academy of Science to deliver the activity to a high quality. Some funding for the activity will also be provided through the Theo Murphy (Australia) Fund (support ranges from AUD \$15,000- 50,000 per activity). Additional funds **must** also be raised to contribute to the cost of the activity. It is expected that all committee members will be actively involved in seeking additional funding to support the activity. Funds from the Theo Murphy (Australia) will not fully fund any activities.

The Secretariat will manage all financial resources for each activity. They will work with the organising committee to ensure the best activity based on their proposal is delivered within the available budget, including both Theo Murphy (Australia) Funds and the additional fundraised amounts.

What can be funded through the Theo Murphy Initiative?

Funding is available to deliver selected activities from the eligible formats included in the information page. The Theo Murphy Initiative (Australia) will not fund:

- activities that are commercial or for-profit
- research projects

- activities that don't benefit early- and mid-career researchers
- activities that are highly likely to be held without support from the Theo Murphy Initiative

How do I put together a project budget?

Your budget should briefly list all the anticipated expenses of your activity. A budget template is available in the info page to help you prepare your expenses. Submit this template as part of your application form to let us know your estimated expenses.

Please try to include all the costs associated with your activity to provide the most accurate representation of budget. The following are examples of eligible direct costs associated with activities that can be supported:

- Venue hire
- Catering
- Accommodation
- Speaker travel
- Audio visual expenses
- Design, printing and production
- Publicity/public relations
- Facilitator, consultant and/or speaker fees
- Presenter prizes

We suggest that you research the cost of required services or approach potential providers of services for an estimate of cost to help you develop a budget. Official quotes from providers are not required.

If you have access to discounted services that you propose to use (e.g. an organisational discount) please include the total undiscounted cost in your budget and include the discount under other sources of support.

The Theo Murphy (Australia) Fund will not cover the following costs:

- purchase of infrastructure or equipment
- membership fees
- registration fees for existing events
- sponsorship of existing events
- salaries

My activity does not fit within the allocated timeline

Activity proposals will be accepted annually to support activities in the following financial year (1 July– 31 June). Applicants will be advised of the outcome by May and can begin working with the Secretariat to deliver their activity (activities will be prioritised based on delivery date). We are interested in supporting a variety of high impact activities and will potentially consider flexibility in application and delivery timing if a strong case can be made.

If you have any concerns about how your activity might fit within this timeline, please contact the Secretariat at emcr@science.org.au to discuss. This may include (but not limited to):

- proposing an activity early in the delivery period, e.g. July
- proposing an activity to align with an existing activity where our timelines do not co-ordinate well with the existing event

- proposing an ongoing activity, e.g. establishing an EMCR group or on-going education program. The Fund can provide funding and support to establish these types of activities over the granting period.

Tips for successful proposal

The EMCR Committee of Council will look favourably on proposals that include one or more of the following:

- smart solutions that address an issue in the field/discipline
- activities can demonstrate how they are able to provide benefit and opportunities to EMCRs
- innovative ways to extend the reach of the activity to provide benefit to a large number of EMCRs
- limited spending on travel costs, with ideas to leverage the provided funding to support these components if required
- activities that have flexibility in location and timing
- activities with clear potential outcomes