## The Contemplative Studies Centre

The Contemplative Studies Centre (CSC) was founded in March 2021 and is funded by a generous gift from Martin and Loreto Hosking. Hosted in the Melbourne School of Psychological Sciences, CSC's mission is to build a truly inclusive community of novice and adept practitioners, scholars and academics, clinicians and researchers, and secular, spiritual and Indigenous leaders and changemakers who are focused on using these profound practices to transform not just individuals but the entirety of human society, through greater connection and compassion.

CSC is focused on developing teaching, research, and engagement projects with the aim of:

- Facilitating and fostering truly interdisciplinary, evidence-based research into contemplative practice and methodology. The Centre will apply rigorous evaluation of mindfulness and meditation policy and programs to ensure authentic and efficacious contemplation-based offerings in Australia.

- Developing and leading the delivery of outstanding education and lifelong learning to encourage the pursuit of knowledge for the wellbeing and flourishing of society.

- Delivering a world-class engagement program and forum for the transfer of knowledge, new ideas and discussion.

To serve these aims, CSC has opened the first round of our Academic Seed Funding Program (ASFP). The ASFP is open to academics from across the University of Melbourne, and the funding is aimed at small to medium sized academic projects of all kinds that *advance the interest, capacity, and impact of contemplative studies and practice at the University of Melbourne and in the broader community.*

We will provide between $2,000 and $20,000 to projects that meet the selection criteria and comply with the ASFP Rules. In exceptional cases, we will consider requests for more than $20,000.

We encourage applications for projects that:

- are interdisciplinary, creative, collaborative, and impactful

- are led by early- and mid-career researchers (EMCRs)

- partner with contemplative practice communities, networks or individuals including practitioners, students or providers.

- have a clear and effective knowledge translation strategy

- have a feasible scope and budget, and a rigorous method

- *For proposals over $10k*: Are able to scale and likely to obtain future funding

Applications for projects across the breadth of academic activity are encouraged, including but not limited to:

- research projects

- developing/finishing academic works including Performing or Fine arts projects

- developing/undertaking community outreach/engagement

- developing novel educational offerings

- undertaking field work (e.g., sociological, anthropological, qualitative interviews)

- participating in and/or developing academic workshops/events

## Selection criteria

1. Clear evidence that the project will advance interest and capacity in contemplative studies at the University of Melbourne.

2. Collaborative and interdisciplinary: We are looking for creative and impactful projects that reach across traditional disciplines.

3. Access, practice and policy impact: We want to know how the findings/outputs of the project will be used, how they will be made available and accessible, and what impact they will have on contemplative practice in society and related policy making.

4. Methods, scope and strategy: We are looking for projects that use methods appropriate to the project question, issue or context, and are feasible in the timeframe and with the resources available.

5. *For proposals over $10k:* We are also looking for evidence of a plan for future sustainability, including significant potential for future funding by the NHMRC, ARC, Philanthropic orgs, or commercial entities

## Key notes

- All academics, external collaborators and partners funded through the ASFP agree to work in support of, and in accordance with, The Contemplative Studies Centre Vision, Ethics and Values.

- Opportunities for supplemental or matching funds to enhance your ASFP application may be available through your Faculty, School, Department, Centre or elsewhere at UoM. If we become aware of such a possibility, we will let you know. Otherwise, it is the applicant's responsibility to identify and make use of such opportunities.

- Please read the ASFP Rules below in full before starting your application.

- All applications must be made using the dedicated ASFP Application Form.

- Your completed application must be emailed to CSC Administration Coordinator Cathleen Benevento: Contemplate-CSC@unimelb.edu.au.

- All applications will be reviewed by the ASFP selection committee whose decision is final.

## Key Dates

- ASFP Round 1 opens on 24 November 2021.

- CSC will hold a number of Town Hall drop-in sessions in February 2022 (exact dates tba) to answer questions or discuss research proposals.

- Applications close 11.59 pm on Friday 18 March 2022.

- Successful applications will be announced by 22 April 2022 and first tranche funding is expected to be dispersed by 22 May 2022.

- Projects are to be completed by 22 May 2023, with final reports due within four months of project completion

## Enquiries

If you have any questions or feedback about any aspect of the ASFP - purpose, objectives, application process or eligibility - please contact the CSC Centre Manager in the first instance: Luke.Hambly@unimelb.edu.au.

# Academic Seed Funding Program Rules

## 1. Purpose & overview

1.1. The CSC Academic Seed Funding Program (ASFP) is open to academics from across the University of Melbourne, and the funding is aimed at small to medium sized academic projects of all kinds that advance the interest, capacity, and impact of contemplative studies and practice at the University of Melbourne and in the broader community.

1.2. The ASFP is administered by CSC in accordance with these rules.

1.3. All academics, external collaborators and partners funded through the ASFP agree to work in support of, and in accordance with, the Contemplative Studies Centre Vision, Ethics and Values.

1.4. CSC staff will provide appropriate guidance, support, and assistance to academics to facilitate the successful completion of projects.

## 2. Project selection

2.1. To be eligible for consideration, academics must apply using the ASFP Application Form.

2.2. ASFP Round 1 applications must be received by 11.59 pm on Friday 18 March 2022.

2.3. All applications will be evaluated by the ASFP selection committee. The ASFP selection committee will be convened for each ASFP round and will include selected CSC staff, selected members of the CSC Reference Group, and at least one external party. Selected members of the CSC Advisory Board may also serve on the ASFP selection committee.

2.4. There are four equally weighted selection criteria for all applications, with a fifth criterion for applications for $10,000 or more from CSC. We are looking for:

2.4.1. Clear evidence that the project will advance interest and capacity in contemplative studies at the University of Melbourne.

2.4.2. Collaborative and interdisciplinary: We are looking for creative and impactful projects that reach across traditional disciplines.

2.4.3. Access, practice and policy impact: We want to know how the findings/outputs of the project will be used, how they will be made available and accessible, and what impact they will have on contemplative practice in society and related policy making.

2.4.4. Methods, scope and strategy: We are looking for projects that use methods appropriate to the project question, issue or context, and are feasible in the timeframe and with the resources available.

2.4.5. *For proposals over $10k:* We are also looking for evidence of a plan for future sustainability, including significant potential for future funding by the NHMRC, ARC, Philanthropic orgs, or commercial entities.

2.5. Following the evaluation process, the ASFP selection committee will make one of the following five decisions regarding each application:

2.5.1. Approve in full

2.5.2. Approve with conditions

2.5.3. Reject, or

2.5.4. Seek additional information.

2.6. The decisions of the ASFP selection committee are final.

2.7. The selection committee may consider an out of round application but only in exceptional circumstances.

2.8. Approved ASFP Round 1 projects are to be completed by 22 May 2023.

## 3. Funding

3.1. Funding amounts are at the discretion of CSC.

3.2. Funding amounts above $10,000 are likely to be awarded in two tranches linked to key deliverables. The payment schedule will be agreed between the Project Lead and CSC prior to the commencement of the project.

3.3. Conditional project approval may include the awarding of less funds than applied for.

3.4. Funding is for a period of 12 months.

3.5. Funding can only be spent in accordance with the authorised budget.

3.6. Any budget alterations require CSC approval.

3.7. Funding *cannot* be spent on the following:

3.7.1. salaries for existing continuing and fixed-term positions at The University of Melbourne, including teaching relief

3.7.2. internal overheads and other faculty charges

3.7.3. conference attendance

3.7.4. training or professional development expenses

3.7.5. Provision of basic computer facilities and standard software

3.7.6. Entertainment and hospitality costs

3.8. Explicit authorisation from CSC is required for funding to be spent on the following:

3.8.1. external collaborators, organisations, consultants, or any other supplier outside The University of Melbourne

3.9. Any questions regarding the use of funds, including what can be purchased, should be directed to CSC.

3.10. Any unused funds remaining at project completion must be returned to CSC.

**4. Academics**

4.1. Academics are University of Melbourne staff working on the proposed project.

4.2. All projects must nominate a **Project Lead** who has a salaried academic position of at least 0.4 FTE at the University of Melbourne for the duration of the project. Should the **Project Lead** leave The University of Melbourne, their duties will be transferred to another academic.

4.3. The Project Lead is responsible for:

4.3.1. project Management and deliverables

4.3.2. budget management and expenditure

4.3.3. compliance with the Centre's rules, guidance, policy and procedures

4.3.4. project reporting

4.4. All academics associated with funded seed projects are regarded as an important part of CSC's research community. They are:

4.4.1. invited to participate in research activities associated with CSC;

4.4.2. entitled to refer to themselves as a CSC affiliate while they are active on their funded project.

4.5. Academics are encouraged to actively participate in CSC's engagement activities, such as events, lectures, seminars and workshops.

4.6. All academics must disclose any real, potential or perceived conflicts of interest.

4.7. All academics must provide timely responses to requests from CSC staff.

4.8. In submitting an application, it is assumed that all academics named have consulted with their Head of Department and have the capacity and any necessary permissions to undertake the project.

4.9. Intellectual property is governed in accordance with University of Melbourne's policies and procedures.

**5. External collaborators and partners**

5.1. Individuals working on the project in an academic role who are not affiliated with the University of Melbourne are regarded as external collaborators.

5.2. Individuals or organisations involved in the project in a non-academic role or capacity who are not affiliated with the University of Melbourne are regarded as external partners.

5.3. It is the Project Lead's responsibility to ensure that all external collaborators and/or external organisations or individuals named on the application as a project partner:

5.3.1. disclose any real, potential or perceived conflicts of interest in relation to the project

5.3.2. have fully agreed to their involvement in the project as described in the application and have the capacity and any necessary permissions to do so.

5.4. Governance of all external relationships and intellectual property is in accordance with University of Melbourne's policies and procedures.

**6. Reporting**

6.1. The Project Lead must provide a final report to CSC no later than four months after the completion of the project. The reports must be completed on the ASFP Final Report template.

6.2. The Project Lead will be asked to provide a plain language summary of their project and its intended outcomes at the commencement of the project, and they will also be asked to update this summary at the conclusion of the project. This summary may be published:

6.2.1. on the CSC website

6.2.2. in university publications such as newsletters

6.2.3. in CSC annual reporting.

6.3. The Project Lead will be asked to provide CSC with an update on project progress at or about six months after project commencement.

6.4. CSC may request a project progress update from the Project Lead at any point during the project trajectory.

6.5. To the extent that it is reasonably possibly, the Project Lead must agree to publish findings in an open and accessible manner in a format agreed to by CSC.

6.6. The Project Lead must:

6.6.1. provide CSC with details of any publications, conference papers and seminars, media coverage or additional grants arising from the project and for three years following the completion of the project

6.6.2. clearly acknowledge CSC funding received through the ASFP on all academic, general and media publications and work relating to or arising from the project.

**7. Communication**

7.1. The Project Lead may be asked to present their work at CSC events and forums.

7.2. The Project Lead may be asked to provide project updates and outcomes as part of CSC's communication and engagement activities.

**8. Revocation**

8.1. Seed funding can be revoked for:

8.1.1. failure to adhere to any of these terms and conditions.

8.1.2. failure to commence within three months of receipt of funding.

8.1.3. provision of false or misleading information in the ASFP Application.