FACULTY OF ARTS
Early Career Researcher (ECR) Priming Grants 2008

Guidelines

The maximum amount available to each project under this scheme is $3000

Eligibility and Guidelines

Eligibility
• The ECR Priming grant is available to continuing, probation and contract staff at .5 of full time (min. 12 months’ contract from the due date of the application) at Level A or B who are within 5 years of PhD completion.

Guidelines
• the purpose of this support initiative is to provide seed funding for research projects which will lead to other grant applications (such as URC Small Grants and/or National Competitive Grants such as ARC schemes);
• collaborative projects involving other researchers are encouraged;
• the project requires a suitable mentor to whom the Early Career Researcher will report;
• the grant may be used for research assistance, fieldwork travel or other research expenses. It may not be used for conference travel or for equipment available in the Faculty/University;
• retrospective claims for research support will not be funded;
• if funding is sought during a period of Study Leave, clarification needs to be given that it is not already funded by Study Leave Assistance Grant (SLAG);
• the project should be of high quality, have clear research aims, and be directly relevant to the applicant’s research plan as documented in the Career Development Interview;

Ranking Criteria
• preference will be given to staff who have not received other research support and who have not previously held an ECR Priming Grant.
• preference will normally be given to staff whose research falls within University/Faculty research priority areas;
• in ranking applications, the committee will consider evidence that this research will lead to research outcomes of high quality, such as applications for external grants.

Application Procedures and Reporting Requirements
all applications are to be lodged with the Research Support Officer via the Head of School by the due date. Late or incomplete applications will not be accepted;

the application must include a supporting statement by the applicant’s mentor, and by the Head of School, who will ensure that the project is in line with the applicant’s research plan (as documented in Career Development Interview), and that teaching and other duties are covered during the period of the research project;

the application must include documentary evidence (where possible) of all costs (quotation from Internet Travel, accommodation costs, RA rates etc.);

budgets should be based on actual costs of travel and accommodation, including the cheapest viable modes of ground travel and air travel quotations from the University’s preferred agent Internet Travel. Airfare quotes should be quoted for the actual time of travel to avoid increases;

changes to the budget provided in the application must be approved by the Chair of the Faculty Research Committee;

the grant should be spent or committed within one year of success, unless a written application for carry-over of funding to the next year has been lodged and approved by the Chair of the Faculty Research Committee. This application must detail the reasons why the project has not been completed according to the original timetable;

all staff receiving research support are required to provide a completed Report on ECR Priming Grant form at the end of the grant;

any publications arising from the project should acknowledge support by the Faculty of Arts, University of Wollongong and should be submitted to the Research Support Officer as soon they are published.

**Due Date**

There will be one round of ECR Priming Grant applications in 2008. The due date is **4th July 2008**.
Section 1: Applicant Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given name</th>
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<tr>
<th>School</th>
<th>Appointment Type</th>
<th>Level of Appointment</th>
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<tbody>
<tr>
<td></td>
<td>Tenured, Fixed Term Contract</td>
<td>A, B</td>
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<td>(include dates)</td>
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</table>

Mentor’s name

Alignment with University Research Strength/s and/or Faculty Research Priority Area/s:

Section 2: Project Description

Project title

Provide an outline of the project, under the headings aims and significance, approach, and outcomes (max. 2 pages).

Aims and significance

Approach

Outcomes

Provide a brief summary of how the project fits/enhances your research plan as outlined in the Career Development Interview
## Section 3: Budget

<table>
<thead>
<tr>
<th>Total Estimated Expenditure</th>
<th>Anticipated funding from other sources</th>
<th>Total Expenditure Request from FRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel $</td>
<td>Personnel $</td>
<td>Personnel $</td>
</tr>
<tr>
<td>Travel - Air $</td>
<td>Travel - Air $</td>
<td>Travel - Air $</td>
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<td>Travel - Land $</td>
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<td>Accommodation $</td>
<td>Accommodation $</td>
<td>Accommodation $</td>
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<tr>
<td>Other (specify) $</td>
<td>Other (specify) $</td>
<td>Other (specify) $</td>
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<tr>
<td>Total Expenditure $</td>
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</tbody>
</table>

**NB:** Please provide supporting documentation.

### Justification of Budget
Brief statement of why each budget item is required for the successful completion of the project.

- Personnel
- Travel - Air
- Travel - Land
- Accommodation
- Equipment
- Other (specify)

## Section 4: Output from Previously Funded Projects

Have you received Faculty support for any research project since 2005? **Yes/No**

If **Yes**, provide details of project and outcomes:

## Section 5: Applicant’s Signature

Signature: ___________________________  Date: _____________
Section 6: Mentor’s Signature

Signature: ________________________________ Date: ____________

Section 7: Comments and Acknowledgement by Head of School

Is it consistent with Career Development Interview?
Have arrangements been made to cover teaching commitments?

Head of School’s Signature: ________________________________ Date: ____________

Section 8: Application Checklist

Please ensure that your application includes the following. (Applications will not be processed without supporting documentation)

• Completed application form
• Documentary evidence of travel costs
• Documentary evidence of other budget items
• Supporting statement by Head of School
• All signatures
Section 1: Reporting Requirements:

- all staff receiving research support are required to provide a completed Report on Academic Research Support form by the end of January in the year following the completion of the grant.

Section 2: Applicant Details

<table>
<thead>
<tr>
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<td></td>
<td>ie. Tenured, Fixed Term Contract (include dates)</td>
<td>A, B, C, D, E</td>
</tr>
</tbody>
</table>

Section 3: Project Aims and Outcomes

Project title

Provide a brief description of project aims and outcomes (including external grant applications, publications and research collaborations).
### Section 4: Financial Report

(Financial statements are available from Faculty of Arts, Finance Team)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Total Faculty grant allocated</td>
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<tr>
<td>Any other financial assistance</td>
<td>$</td>
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<td>Personnel</td>
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<td>Travel – Air</td>
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<td>Accommodation</td>
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<tr>
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</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

### Section 5: Applicant’s Signature

**Signature:** ____________________________  **Date:** _____________

### Section 6: Comments by Mentor

**Mentor’s Signature:** ____________________________  **Date:** _____________

### Section 7: Comments by Head of School

**Head of School’s Signature:** ____________________________  **Date:** _____________

### Section 8: Comments by FRC Chair

**FRC Chair Signature:** ____________________________  **Date:** _____________