



## **FACULTY OF ARTS New Staff Research Support**

### **Guidelines**

The maximum amount available to each staff member under this scheme is \$3000 once only

**Purpose:** The purpose of this support initiative is to provide seed funding for research projects which will assist new staff to establish a strong research record. It is expected that the research projects will lead to tangible outcomes in the form of other grant applications (such as URC Small Grants and/or National Competitive Grants such as ARC schemes). The aim of the initiative is to enhance the academic's profile and research outcomes through increased publications, external research grants and research collaborations.

#### **Eligibility**

- academic research support is available to continuing and probation academic staff on teaching/research contracts at level A, B and C;
- staff who have previously negotiated/received other research start-up funds are not eligible.

#### **Guidelines**

- the grant may be used for research assistance, fieldwork travel, or other research expenses. It may not be used for computers, teaching relief, marking relief, applicant meals, applicant per diems, other equipment available in the Faculty or University or professional association memberships;
- it is expected that the funding will be expended within two years;
- the project/s 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;
- retrospective claims for new staff research support will not be funded (in some cases it may be acceptable to apply for support when acceptance of proposal is pending);
- grants will not be provided when the applicant is on Long Service Leave;
- 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);
- applicants should apply for Academic conference funding separately through FRC Academic Conference Support Funding Initiative;
- this funding must be expended before applying for other FRC Funding i.e. ECR Priming Grant and Academic Research, except Academic Conference.

### **Application Procedures**

When the staff member wants to access funding, s/he will need to complete the attached application form and provide the Research Support Officer with the completed application form and required documentation:

- a brief description of the research activity and its intended outcomes;
- a budget for all items of expenditure, with supporting documentation in the form of quotations for travel, conference fees etc.;
- a statement from the Head of Unit to the effect that the proposed activity is consistent with the staff member's research plan as documented in the Career Development Interview.

The New Staff Research Support may be used for several projects until fully expended.

### **Reporting Requirements**

- all staff receiving research support are required to provide a completed Report on New Staff Research Report form within 2 months of full funding expenditure;
- staff receiving funding under this initiative may be asked to provide annual progress reports on the New Staff Research Report form to the FRC until the project is completed or the 2 year timeframe for using the funds has elapsed
- changes to the budget provided in the application must be approved by the Chair of the Faculty Research Committee;
- 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.



University of Wollongong

**FACULTY OF ARTS  
New Staff Research Support**

**Application Form  
(Request to Use Funds)**

Year Applying for

**Section 1: Applicant Details**

<b>Title</b> eg A/Prof, Prof, Dr, Mr, Ms	<b>Surname</b>	<b>Given name</b>
<b>Unit</b>	<b>Appointment Type &amp; Time</b> ie. Tenured, Fixed Term Contract, Honorary Fellows (include dates and EFTS)	<b>Level of Appointment</b> A, B, C

**Applicant Details/Additional Team Members**

<b>Title</b> eg A/Prof, Prof, Dr, Mr, Ms	<b>Surname</b>	<b>Given name</b>
<b>Unit</b>	<b>Appointment Type &amp; Time</b> ie. Tenured, Fixed Term Contract, Honorary Fellows (include dates and EFTS)	<b>Level of Appointment</b> A, B, C

Do you have any other source of funding for the research (Yes/No)?  If yes, please specify details

Have you provided all required reports from all previous Faculty/ Research Strength funding (Yes/No)?

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

**Section 2: Project Description**

**Project title**



**Section 3: Anticipated Outcomes (aims, significance, approach and outcomes).**

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

<b>Aims and significance</b>
<b>Approach</b>
<b>Outcomes</b>

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

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**Section 4: Budget**

Funding Requested from FRC		Anticipated funding from other sources (specify source)		Total Estimated Funding for this Initiative	
<i>Personnel</i>	\$	<i>Personnel</i>	\$	<i>Personnel</i>	\$
<i>Travel - Air</i>	\$	<i>Travel - Air</i>	\$	<i>Travel - Air</i>	\$
<i>Travel - Land</i>	\$	<i>Travel - Land</i>	\$	<i>Travel - Land</i>	\$
<i>Accommodation</i>	\$	<i>Accommodation</i>	\$	<i>Accommodation</i>	\$
<i>Other (specify)</i>	\$	<i>Other (specify)</i>	\$	<i>Other (specify)</i>	\$
<b>Total Expenditure</b>	\$		\$		\$

**NB: Please provide supporting documentation – see guidelines for details**

**Justification of Budget**

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

Personnel
<i>Travel - Air</i>
<i>Travel - Land</i>
Accommodation
Equipment
<i>Other (specify)</i>

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**Section 5: Applicant's Signature**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 6: Comments and Acknowledgement by Head of Unit**

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Is it consistent with Career Development Interview?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the research/fieldwork in teaching/marking time?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have cost neutral arrangements been made to cover teaching/ marking commitments?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Supporting Statement:**

**Head of Unit's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 7: Application Checklist**

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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 Unit
- All signatures



University of Wollongong

**FACULTY OF ARTS  
NEW STAFF RESEARCH SUPPORT**

**REPORT ON NEW STAFF RESEARCH SUPPORT**

**Section 1: Reporting Requirements:**

- all staff receiving research support are required to provide a completed Report on New Staff Research Support form within 2 months of full funding expenditure.

Year Awarded

**Section 2: Applicant Details**

<b>Title</b> eg A/Prof, Prof, Dr, Mr, Ms	<b>Surname</b>	<b>Given name</b>
<b>Unit</b>	<b>Appointment Type &amp; Time</b> ie. Tenured, Fixed Term Contract, Honorary Fellows (include dates and EFTS)	

**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**

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

<i>Total Faculty grant allocated</i>	\$
<i>Any other financial assistance</i>	\$

**Actual Expenditure**

<i>Personnel</i>	\$
<i>Travel – Air</i>	\$
<i>Travel -Land</i>	\$
<i>Accommodation</i>	\$
<i>Other (specify)</i>	\$
<b>Total Expenditure</b>	\$

**Section 5: Applicant's Signature**

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*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Section 6: Comments by Head of Unit**

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*Head of Unit's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Section 7: Comments by FRC Chair**

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*FRC Chair Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_