



FACULTY OF EDUCATION 2008 RESEARCH GRANTS - GUIDELINES

Aims & Objectives

The Faculty of Education Research Grants aim to support early career and established researchers in initiating new research projects of modest costs. Applications to a maximum of \$10,000 will be considered for this complete funding scheme.

Proposed projects are expected to lead to:

- Conceptual advances in the understanding and knowledge of a topic; and/or
- A university, national competitive or industry grant application
- Practical outcomes of importance to the research endeavour itself and to applications of social and economic value; and
- Publication outputs that enhance the track record of the investigators and contribute to Faculty DEST outcomes

Assessment Procedure

- Annually, Faculty Research Grant applications are advertised and called for by email to all Education staff. All applications must be on the Faculty Research Grant Application Form and must follow the Faculty of Education Research Grant Guidelines.
- Applications will be received and collated by the Professional Officer (Research) and forwarded to the Faculty Research Committee (FRC) for assessment and ranking.
- Members of the FRC must declare any potential conflict of interest with respect to an application(s) and absent themselves from any discussion/ranking of any such application(s).
- The FRC will provide constructive feedback on all grant applications and may reconsider revised applications

Appeals Regarding the Application Process

Appeals may be made by lodging a written appeal to the Assoc. Dean (Research) within 10 working days from the date of notification of the outcome. Appeals only on grounds that process has not been followed will be considered.

Description of Criteria

- **Chief Investigator Criteria:** Any member of the Faculty of Education academic staff is eligible to apply as a Chief Investigator on a Grant but must:
 - Be an active researcher who takes intellectual responsibility for the project, its conception and any strategic decisions called for in its pursuit and communication of results.
 - Have the time and capacity to make a serious commitment to the project.
 - Participate in the grant as a Faculty of Education researcher OR a RILE researcher OR out of Faculty researcher. If either of the latter cases apply then a contribution to the funding of the research would need to be made by RILE or the relevant Faculty OR all outcomes from the grant would be dedicated to the Faculty as performance indicators.

- **Lead Chief Investigator Criteria:** The lead must be a continuing academic in the Faculty of Education
- Where there is a contribution to the grant from a source other than Faculty research funds then the allocation of DEST points should at least in principle be negotiated prior to the commencement of the grant and noted on the application form.
- Where senior researchers apply (Associate Professor and above) there must be additional justification provided based on: i) new directions for research; and/or ii) collaborations with other members of staff below Associate Professor. The FRC can take into consideration the availability of alternative funding where senior researchers make application for Faculty funds.
- **Merit of Application:** The merit of the application including but not limited to:-
 - Research should be novel and innovative;
 - Research should contribute to the research agendas of the Faculty Research Strengths or new initiatives;
 - The quality of the researchers(s), taking into account track record relative to opportunity;
 - The high likelihood that the project will lead to a subsequent competitive application to a University or Australian Competitive Grant Scheme or other funding;
 - The extent to which the project will enhance research training (through involving Hons or doctoral students) and contribute to their research;
 - Progress on any previous Faculty or URC Small grant.

Faculty Research Grant Application

Application Procedure

An individual may only be named as a Chief Investigator on ONE Faculty Research Grant application regardless of whether they are the first or subsequent investigator named. Applications for Faculty Research Grant funding consists of three parts:

- Application form;
- Additional text; and
- Supporting documentation

Each part must be included in the application. The application must be written in plain English.

Application Form

The application form outlines the participants nature of the project, budget and other recent or requested funding for each investigator.

Budget

Successful applicants can **only use the funds** awarded under the Faculty Research Grant **for the purposes outlined and justified** in their applications. The maximum funding is \$10,000. Funding should be spent within 12 months of award.

- **Personnel:** Salaries for specific positions must be based on University of Wollongong rates. Salary on-costs for casual staff, limited term staff and for permanent staff (rates vary) should be included in all salary levels. For further details refer to the University web page: http://staff.uow.edu.au/personnel/salary/gs_casrates.html or contact the Professional Officer (Research), Faculty of Education
- **Equipment:** Essential items of small equipment may be requested and the cost should be itemised. A copy of a quote for equipment should be tabled with the grant (e.g. Quote from Sony for recorder, microphone, etc.)
- **Maintenance:** Maintenance items can include: AV materials, special consumable research

materials; tapes; mini discs.

- **Travel:** Support for travel can include field trips, data collection, travel to archival centres and travel to conduct surveys and interviews. Conference travel is not supported. Cost of travel should be supported by quotes for airfares, car hire, etc. University car hire and rates for use of personal vehicles is available from: <http://www.uow.edu.au/admin/personnel/salary/>
- **Budget items not supported:** Funds cannot be used to:
 - pay for the salary of any Chief Investigator
 - provide items such as phone, fax and photocopying charges
 - support conference travel
 - purchase computer equipment

Additional text (maximum of 4 pages including references in 12 point font). Use the following heading to structure this section:

- **Project Title:** This should be the same as question 1 of the application form
- **Aims & Background :** include a clear and concise statement of the aims of the project, identifying anticipated results and outcomes, and provide a brief background section.
- **Significance and Innovation:** describe why the research and the problem it addresses is significant, and why the project aims and concepts are novel and innovative.
- **Approach and Methodology:** outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project.
- **Timetable:** outline the time frame for the project and specific activities to be undertaken.
- **Justification of the Budget:** clearly explain **WHY** the project requires the resources and associated costs outlined in the budget table.
- **Flow on Expectations:** demonstrate how this application/project will lead to subsequent applications for Australian Competitive Grants Scheme or other funding/collaborations etc.
- **Appropriateness of researchers to project:** briefly explain what the researcher or team bring to the project

Supporting Documentation:

1. Publication Lists.

Each Chief Investigator should provide a list, covering the last 5 years of his/her research career, of all refereed publications and those accepted for publication. Do not include information on manuscripts in preparation. The status of these publications should be clearly designated, and should be listed in chronological order with the author's details as per the original paper. Asterisks should be used to identify publications relevant to the current proposal.

2. Reports on previous Faculty or University of Wollongong small grants.

Please provide a Final Report including

- Title of Project;
- Amount awarded, amount spent;
- Description of the manner in which the objectives of the research have been addressed;
- Outcomes of the research have been addressed;
- The number of postgraduate and honours students associated with the project.

3. Justification for senior Research participation.

Where senior researchers apply (Associate Professor and above) there must be additional justification provided based on: i) new directions for research; and/or ii) collaborations with other members of staff below Associate Professor.

(Maximum of half page per senior researcher)

Ethics

Successful applicants are responsible for obtaining approval for their project from the appropriate Ethics Committee prior to commencement of research.