



## FACULTY OF LAW

# GUIDELINES for ACADEMIC STAFF RESEARCH SUPPORT

### 2009

The Faculty of Law provides financial support for research activities, including research assistance, manuscript preparation, etc. Faculty funding is intended to assist staff to achieve research outcomes already expected within academic staff terms of employment. Staff are encouraged to apply for NSW Legal Scholarship Support Scheme (LSSS), University Research Committee and external funding, but the Faculty offers some internal support to assist individuals to build their research profile and enhance their track record. Faculty support should normally be seen as seeding money to support applications for University and national competitive grants, or for special projects that do not fit within the parameters of other grant schemes, but are nonetheless consistent with Faculty of Law research priorities.

These guidelines apply to requests from staff for Faculty of Law funds to undertake research projects. In relation to support for conference presentations or for visits by research leaders, see the Conference and International Research Leader Guidelines.

Staff are encouraged to regard the LSSS as the 'first port of call' for requests for faculty support for research projects. Note, however, that the LSSS is only open to staff at levels A, B & C and has only one round each year (February). Pursuant to these guidelines, staff may apply for academic research support throughout the year (i.e. there is no single round or deadline).

Staff who are members of the UOW Research Strengths aligned with the Faculty of Law (Oceans and Transnational Security (OTS) and Institute for Conservation Biology and Law (ICB)) will normally be expected to call on OTS funds before applying for Faculty of Law funds under this scheme.

These Guidelines for Academic Research Support set out the terms of personal eligibility, project funding criteria, priority considerations and conditions on use of funds.

#### **Personal Eligibility:**

- Continuing and contract members of academic staff of the Faculty of Law (minimum 0.5 appointment).
- Honorary Fellows in demonstrated active collaboration with staff in areas of Faculty research priority.

#### **Project Eligibility:**

1. In cases of proposed absence from campus, applicants must have agreement from the Associate Dean (Teaching & Learning) ensuring coverage of teaching.
2. Support is dependent on evidence of lowest real costings (and an itemised & justified<sup>1</sup> budget). Internet Travel (the University's preferred travel agent) must be used to obtain itinerary and quotation for air travel costings.
3. Retrospective claims for research, conference or other research support will NOT be considered.
4. To ensure equitable spread from this Fund, the maximum support for any one year will normally be one grant per person, ordinarily to a maximum of \$3000.
5. The Associate Dean (Research) may invite applications under this scheme from staff members who submit applications under any of the URC schemes that, although rated highly by the Law FRC, are unsuccessful.

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<sup>1</sup> Please provide up to 100-words justification for your attached itemised budget. Should your budget include air-travel please ensure you have attached an itinerary and quotation for travel from Internet Travel, the University's preferred travel agent. When requesting a travel quote please ensure that the quote is for the actual date of travel to avoid changes in fares.

### **Criteria and Priorities:**

Projects will be ranked according to the following criteria but other evidence of the importance of the activity may also take into account.

1. The project should be of high quality, clear significance and directly relevant to the applicant's research.
2. The application should include a clear plan for progression to a national competitive grant (NCG) application and/or the production of a DEST publication (A1, B1, C1 or E1).
3. Staff are encouraged to supplement faculty funding from outside grants/study leave etc. It is expected that staff who have previously received Faculty support should be applying for URC/ARC funding unless there is a clear change in research direction that warrants a further call on faculty funds.
4. Decisions will be based on previous research outcomes relative to opportunity, including previous funding received and the applicant's track record of research outputs. (Claims for publications 'in press' should supply evidence of acceptance.)
5. Preference will be given to Early Career Researcher (ECR) staff.

### **Conditions:**

1. The successful applicant must agree to achieve a tangible research output within 12 months of the expiration of the period for which funding is approved: submission of a paper to a refereed journal (or DEST recognised equivalent) within 12 months; and/or submission of a URC or national competitive grant application within 18 months. The targeted output(s) should be identified in the application.
2. Acknowledgement of support from the Faculty of Law should be made at any presentation and in any publication resulting from a successful application.
3. A short report on the project (outcomes, useful developments, contacts, DEST publications) must be submitted to the Associate Dean (Research) no later than 6 months after the expiration of the period for which funding was awarded. No subsequent applications by the same staff member for funding under any Faculty of Law scheme (including LSSS) will be considered until the report has been submitted.
4. Funding must be spent according to the approved budget. Any moneys not used during the period for which funding has been approved will be returned to the faculty. Time extensions and rollover of funds will only be approved in exceptional circumstances. Any such request should be made in writing to the Associate Dean (Research) and submitted at least one month before the expiration of the original grant period. The maximum extension that may be approved is 12 months.

### **Procedure:**

- The applications shall be presented on the Faculty of Law application form and submitted to the Associate Dean (Research).
- All applications will be assessed by the Associate Dean (Research), who will present her/his recommendations to the Dean for ratification.
- Applicants will normally be advised of the outcome of their application within three weeks from the date of submission.