

The UNIVERSITY of NEWCASTLE
FACULTY OF EDUCATION AND ARTS

Newcastle Institute for Research in Education, NIRE
Humanities Research Institute, HRI
The Australian Institute for Social Inclusion and Wellbeing, TAISIW

RESEARCH PROGRAMMES FUNDING GUIDELINES

Round One: Online Submissions due November 30, 2009

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Introduction

The selection and nurturing of productive, innovative, and significant lines of research through programmes is a key function of all FEDUA Research Institutes. The Institutes promote the development of innovative lines of research that are responsive to the research landscape, the evolving funding environment, and Faculty research capabilities.

The programme concept offers a straightforward and transparent choice of strategic directions for research at the University of Newcastle.

A **programme of research** is defined as a sustained research enterprise that includes one or more projects or other components undertaken over a two to five-year period, and which is shaped by broad objectives for the advancement of knowledge.

Programmes should have the potential for advancing a currently established research strength or a new or underdeveloped area.

The Institutes' programmes are intended to promote systematic and sustainable high quality research. They will encourage nationally and internationally collaborative research that advances new and groundbreaking theories and methodologies, and builds evidence-based knowledge and understandings that is of distinct community and national benefit.

Over the life of a programme, which can run from 2 to 5 years, the indicative discretionary total funding range for this round is \$100,000-\$250,000 per programme. Each application can also bid for 1.5 to 4.5 FTEs to be budgeted among the programme's team members.

Researchers are expected to maintain an appropriate academic workload within the Faculty.

The Institutes' programmes will:

- Be of two to five years duration and would not normally be renewed;
- Have a Programme Leader (PL) from within the Faculty of Education and Arts, the University of Newcastle; will have a majority of Chief Investigators (CIs) from the University of Newcastle; and may include additional CIs from other institutions;
- Have their budget administered through the Institutes; and
- Be required to prepare a report as part of an annual review.

In addition to the programme's core activities, as outlined in the proposal, the Faculty may fund additional research related activities including PhD scholarships, research visitors, symposia, travel, etc.

Programme bids will be assessed on their **probability** for **success** in attaining stated objectives.

Defining the risks in attaining clearly determined milestones and providing an expected schedule for reaching these milestones is advised.

Selection Criteria

Applications will be assessed and approved for funding by a Review Committee who will use the following four criteria and weightings will evaluate all programme bids:

1. Significance, innovation, and quality of programme (30%)
2. PL/CI's track records relative to opportunity (30%)
3. Relevance to current UoN strategic plan (10%)
4. Potential for research development outcomes (publications (C1, B1, A1), external grants, RHD enrolment, progression and completion, ECR mentored) (30%)

1. Significance, innovation, and quality of programme (30%)

The Review Committee evaluates the proposed program of research using the following criteria:

- Degree of originality and expected contribution to the advancement of knowledge;
- Scholarly, intellectual, social and cultural significance of the research;
- Appropriateness of the theoretical approach or framework;
- Appropriateness and expected effectiveness of the research strategies or methodologies;
- Feasibility of successfully completing the program of research, and appropriateness of the schedule of research, given the research team's resources and commitments;
- Knowledge translation and suitability and expected effectiveness of plans to communicate research results both within and, as appropriate, beyond the academic community;
- Where appropriate, the nature and extent of research training;
- Contribution to interdisciplinary research; and
- How it will benefit the broader community.

2. PL/CI's track records relative to opportunity (30%)

Evaluations of CI/PL record of research achievement use the following criteria:

- Quality and significance of published work (taking into consideration the quality of the chosen publication venues);
- Originality and significance of previous research and its impact on the discipline or field;
- Extent of research activity relative to the stage of the applicant's career;
- Demonstrated importance of other scholarly activities and contributions;
- Recentness of output (taking into account the nature of the applicant's career pattern and previous non-research responsibilities);
- Significance of previous research; and
- Where applicable, the contribution to the mentoring of ECRs.

Particular emphasis will be placed on the PL/CI's overall contribution to research,

measured against the stage of his or her research career. Circumstances that can be shown to have justifiably impeded the development of research achievements will also be taken into consideration.

3. Relevance to current UoN strategic plan (10%)
4. Potential for research development outcomes in particular publications (C1, B1, A1), external grants, RHD enrolment, progression and completion and ECR mentoring (30%)

Review Committee

The Applications will be selected from a committee composed of:

DVC(R) or nominee;
PVC FEDUA;
Directors, FEDUA Institutes;
Member external to UoN (present) with research leadership outside of FEDUA's fields of research;
Reviewer external to UoN with relevant field of research leadership experience (from nominated list); and
Reviewer external to UoN with relevant field of research leadership experience (selected by PVC with advice from the relevant Institute Director).

The Review Committee will meet and have an outcome available to the successful applicant(s) in a timely manner.

The only grounds for appeal will be on the basis that proper procedures have not been followed. Applicants wishing to appeal against a decision may do so by notifying the PVC (FEDUA), in writing within seven (7) days of the announcement of the outcome of the application.

As an internally contracted programme of research, programme contracts are submitted to Research Services and reviewed by a Contracts Officer in the Central Legal Unit.

The review committee reserves the right to adjust the composition and funding source of the bid.

Advice on completing the Application Form

The application process is via an online form, plus there are two additional items required in hard copy: a consent form to be signed by the Programme Leader and all Chief Investigators and a letter from the relevant Head(s) of School.

Please follow the specific directions embedded in the online application. Please indicate the primary research institute to which you are applying (you may only nominate one).

Part A:

Applications should be written in a style understandable to an intelligent lay reader.

A1 and 2: Provide a short, descriptive title and summary that is clear, brief and informative to those outside your field (100 words).

A3: Please indicate the proposed length of the programme (2 to 5 years).

A5: Be sure to indicate that a letter(s) of support from relevant Head(s) of School(s) is attached to the bid.

Part B:

B1: Provide Programme Leader details and a PL track record statement (100 words). An individual with a strong research leadership track record should lead a programme. Submissions should state what other major research programmes are being undertaken or supervised by the PL.

The PL should indicate any anticipated period of absence from the University during the course of the project. Should s/he be absent (e.g. due to illness, Annual Leave, Outside Study Leave, attendance at conferences), for a period of more than 2 weeks for any reason, arrangements must be made for an interim PL to assume all of his/her responsibilities within the programme for the duration of his/her absence.

Give details of programme team roles days per week commitment.

B2: Provide details and track record statements for all Chief Investigators (100 words). CIs should have an impressive collective research track record, relative to opportunity—a promising Early Career Researcher could weigh equally to a productive senior researcher.

B3: Indicate amount of bid for 1.5 to 4.5 FTEs to be budgeted among the programme's team members.

Part C:

Ensure that you've specified the number of years in Part A.

C1 and C2: Provide a yearly budget for funds and include a justification. Have a strategic budget, within the set limit, which is well thought out, and weighted to the programme's early years. In the justification you should include information about the distribution of FTE's among the programme's team over its duration. Additionally, the programme's relationship to existing and planned related projects, and support from other sources should be provided.

Direct costs:

- Provide details of direct costs for your Proposal according to the categories as explained below.
- Direct costs are those that are specifically related to the individual Proposal and do not include indirect general overheads or other costs which do not directly support the research programme.

Personnel (salaries + on-costs)

- Salaries should include a loading to contribute to salary-related on-costs. Please refer to <http://www.newcastle.edu.au/Resources/Divisions/Services/Human%20Resource%20Services/Remuneration-and-Benefits/salary-oncosts.pdf> for the current on-cost rate.
- Incremental increases and enterprise bargaining agreement salary increases should also be factored into salary costs. In the absence of a current EBA, 4%pa should be used for calculating salary increases.
- Funding requests for Senior Research Assistants, Research Assistants and all other personnel should be based on standard salary levels applying within the University using the appropriate rate at the time of submission.
- If you are seeking support for a postgraduate stipend, please quote a rate of \$26,140 per annum.

Equipment

- Include both hardware and software items costing more than \$1,000 in this category. Indicate the cost of equipment and installation. Base the cost of equipment and installation on the latest prices (excluding GST). Estimate the prices that will apply at the time of purchase.

Maintenance

- Include in this category consumables, as well as equipment items costing less than \$1,000.
- Do not include requests for purchasing equipment or hiring personnel for data preparation or programming. Include these under 'Equipment' or 'Personnel' as appropriate.
- Estimate the prices that will apply at the time of purchase.

Travel

- Designate the costs clearly, itemising origins and destinations for travel, daily allowances, field expenses, etc. The Institutes support the cost of domestic and international travel for PLs, CIs and research support personnel. Funding is permitted for domestic and international travel associated with the project to foster and strengthen collaborations between researchers in Australia and overseas. Domestic travel costs for CIs visiting from overseas as part of the short-term project support can be sought.

Other

- Include any items that cannot be appropriately placed in other categories.

Part D: (maximum of 10 pages, 12 pt font)

The online application requests information regarding the proposed programme's aims and background, approach and methodology, research plan, and timetable.

The application's plan for strategic programmatic growth should elaborate on the following:

- Why this line of research is of significance and how it is a sustained research enterprise that includes one or more projects or other components, and which is shaped by broad objectives for the advancement of knowledge.
- How it will promote systematic and sustainable high quality research, and encourage nationally and internationally collaborative research that advances new and groundbreaking theories and methodologies
- How it will mentor ECRs and train RHDs, and
- How it will build evidence-based knowledge that is of distinct community and national benefit.

In the limited space allowed, the Institutes do not expect researchers to provide detailed descriptions of their research methods, as these may change during the course of the research.

Bids should be designed to take best advantage of evolving Commonwealth research policy, and the policies of other major funding bodies.

D3: Provide a rationale for how the programme team was formed.

D7: Include a plan for communicating research findings.

D10: Nomination of 3 possible external reviewers from which 1 will be selected.

Application process

The closing date is Monday 30 November, 2009.

The online application form and a hard copy of the program consent form (last page of the application) and a letter from the Head of School must be submitted by the closing date to

Ms Catherine Oddie
Faculty of Education and Arts
c/GP122
catherine.oddie@newcastle.edu.au

Late applications will not be accepted.

No amendments or additional application material will be accepted after the closing date.

Applications submitted with budgets over \$250,000 (being the stated indicative maximum) will not be considered.