** INFORMATION FOR APPLICANTS**

**Centre of Excellence for Equity in Higher Education**

**EARLY CAREER RESEARCHER DEVELOPMENT FUNDING (for funding in 2016)**

**Application deadline: TUESDAY 5 JULY 2016**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**The Centre of Excellence for Equity in Higher Education**

The Centre of Excellence for Equity in Higher Education (CEEHE) brings together research, theory and practice in continual conversation because one of our guiding principles is that equity practice should be informed by research, and equity research should be informed by practice. CEEHE fosters this dialogue by drawing on the notion of **‘**praxis’, an approach that brings theory and practice together in cycles of reflection-action and action-reflection

***CEEHE Early Career Researcher Project Development Funding***

As a unique, collaborative and interdisciplinary ‘research hub’ the CEEHE is focused on developing a robust suite of multidisciplinary research programs to provide leadership in equity nationally and globally. Along with developing innovative methodologies for equity research and practice that reshape and impact educational systems in Australia and internationally

The purpose of the *CEEHE Early Career Researcher Development Funding* is to support the development of interdisciplinary research in the field of equity in higher education, amongst early career researchers at the University of Newcastle.

This funding is designed to support early career researchers to carry out preparatory work to strengthen their capacity to apply for external competitive funding within a 12 month period. Preparatory work may include, but is not limited to the following activities:

* Analysis of existing data sets;
* Literature reviews;
* Development of research methodologies;
* Development of ethics applications

The funds may also support the development of scholarly journal articles based on existing research work.

**Focus of Projects**

Projects must align with the objectives of the Commonwealth Government’s ***Higher Education Participation Programme*** of building the evidence base in relation to ensuring that there is more equitable representation of the Australian community accessing and succeeding in higher education. Therefore projects must be focused on increasing the access, participation and success of **domestic students from low SES backgrounds** and other equity backgrounds.

In addition applicants are encouraged to reflect on how their work will support and build on the themes emerging from the portfolio of research currently supported by CEEHE. These emerging themes include:

* Belonging & Recognition
* Capability
* Politics of Knowledge
* Relationality and Connection
* Evaluation Methodology

***Eligibility***

Any UON Staff Member (academic or professional) who has successfully completed a Research Higher Degree, or equivalent, within the last 5 years, with consideration to career disruption, is eligible to apply.

Applicants will not be eligible while on leave without pay or Special Study Program (SSP).

***Funding Available***

In 2016 grants of up to ***$10,000*** will be available.

**T**he 2016 funding must be fully spent by 1**6 December 2016.** There is NO carry forward on this funding.

***Ethics Approval & Timeframes***

Applicants need to be mindful of the funding timeframes and the time that it may take to obtain ethics approval for new work. Applicants are therefore strongly encouraged to consider utilising the funds to undertake work that does not require a new Ethics Application to be completed.

***Eligible Expenditure***

* Travel by collaborators to Newcastle, Ourimbah or Sydney (economy fare and per diem)
* Reasonable travel for fieldwork (economy only)
* Wages for research assistants and project managers
* Venue hire and catering for meetings, workshops, seminars and colloquia to be held at a UON campus
* Publication fees
* Teaching and marking buy-out with approval by Head of School

***Conditions of Grant***

As a condition of this funding the recipient must agree to:

* Present a seminar/ workshop as part of the broader work of the CEEHE.
* Complete (to the satisfaction of the CEEHE Director) all reporting requirements associated with the grant.
* Acknowledge the contribution made by CEEHE in all related promotional material, publications or presentations related to the funded project.
* Provide CEEHE with details of any publications or external funding arising from this project.

**Selection Panel**

The CEEHE Early Career Research Development Funding selection panel will comprise of the following:

CEEHE Director,

Professor Penny Jane Burke

CEEHE Co-Director,

Professor Geoff Whitty

English Language Foundation Studies Director,

Associate Professor Seamus Fagan, or nominee

Equity Ambassador,

Associate Professor Maree Gruppetta.

All unsuccessful proposals will be invited to receive face-to-face feedback and advice on future research planning from the CEEHE Director.



**2016 APPLICATION FORM**

**Centre of Excellence for Equity in Higher Education**

**EARLY CAREER RESEARCHER DEVELOPMENT FUNDING**

**(for funding in 2016)**

**Application deadline: 5PM TUESDAY 5 JULY 2016**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**Instructions on Completing this Form**

Please refer to the Information for Applicants before completing this application form.

This application form should be completed in 11 point font

The application should be submitted via email to: CEEHE@newcastle.edu.au in the following formats:

* An unsigned word version
* A signed version in a single PDF

Questions and feedback can be directed to CEEHE@newcastle.edu.au

This application form will be read and assessed by members of the Selection Advisory Panel – typically they will do this after hours. Please make it easy for the Panel members by sticking to the requirements of the form. It makes it so much easier to assess a pile of applications if they all follow the same conventions of formatting.

**Centre of Excellence for Equity in Higher Education**

**EARLY CAREER RESEARCHER DEVELOPMENT FUNDING**

APPLICATION FORM

1. **Details of the Project Leader or sole investigator. This person will be the main contact for this application**

|  |  |
| --- | --- |
| Surname: |  |
| First name: |  |
| Year of award of PhD: |  |
| School/ Unit: |  |
| Current Position at UON: |  |
| Level of Current Appointment (eg Level A) |  |
| Commencement date of current appointment |  |
| If fractional indicate percentage |  |
| Telephone number/s: |  |
| Email address: |  |

1. **Pilot Project Title: (Up to 20 words)**

Short, descriptive title that is clear, brief and informative to those outside your field:

1. **Summary and Significance of Project** (maximum 1 page)

Please provide a summary of the project which includes the following: project aims and intended outcomes, why the project is of significance and how it relates to the work of CEEHE.

This statement must be written in a style understandable to the intelligent lay reader.

1. **Conceptual and/or Methodological Framework** (maximum ½ page)

Please provide an outline of the conceptual and/or methodological framework that guides your work.

1. **Short-medium Term Research Outputs** (maximum 1 page)

Please provide an outline of expected short-medium term outputs from this grant in regards to publications and external research grant applications:

1. **Project Milestones**

Please briefly describe the activities to be undertaken for this project, including timeframes. (Please note that this funding needs to be fully spend and acquitted by Friday 16 December 2016 – there is no carry forward)

It is expected that projects would start in mid July 2016

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| --- | --- | --- |
| **Timeframe** | **Milestones** | **Key Performance Indicators** |
|  |  |  |
|  |  |  |
|  |  |  |

(Please insert additional rows as required)

1. **List of all staff involved in this proposal**

Using the table below, provide a list of all staff involved in this proposal. Include their name, position, affiliation (if not a UON staff member). Add additional rows as required.

|  |  |  |
| --- | --- | --- |
| Name | Position | School or affiliation if not a UON staff member |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Please insert additional rows as required)

1. **Research budget requested** (add in additional rows as required)

Please note the following in regards to your budget:

* Review the Eligible Expenditure section in Information for Applicants
* The local school/ unit is expected to cover the costs of IT Equipment, Office space, Stationery etc
* Capital expenditure is not eligible.
* If including staffing costs in your budget please indicate Classification level (eg HEW 6.1) & FTE (eg 0.2 is 1 day per week)
* In the justification for staffing costs please outline what tasks the individual will be undertaking.

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Cost \****  | ***Justification*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Please insert additional rows as required)

9**. University Research Support**

Has this project previously been funded through any other sources.

  **No**

  **Yes: Please provide details**…………………

**Have you submitted a similar application to any other agency ?** Yes No

If Yes, please provide details of agency and funds requested per year.

**Specify how this application differs from other grants applied for or held**.

10. **CERTIFICATION: to be signed by the sole Investigator/Project Leader and their Head of School**

**Applicant:**

I certify that all the details in this application are correct.

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Signature Date

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Print Name

**Head of School/ Director**

I certify that the applicant has discussed this proposal with me. If teaching/marking relief has been requested in the Budget. I am able to accommodate this request, and I recommend the application to the Selection Panel for consideration.

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Signature Date

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 Print Name

**INCLUDE THIS PAGE AS THE LAST PAGE OF YOUR APPLICATION**

THE APPLICATION AND ANY SUPPORTING DOCUMENTATION SHOULD BE SIGNED AND THEN SCANNED AS A SINGLE PDF FILE AND EMAILED TO ceehe@newcastle.edu.au

AN UNSIGNED WORD VERSION SHOULD ALSO BE SUBMITTED IN THE SAME EMAIL

APPLICATIONS DUE: **5pm Tuesday 5 July 2016**

**Late Applications will not be accepted**