Purpose

These guidelines specify procedures to be followed by staff applying for funding under the Research Grants Policy and should be read in conjunction with the Research Grants Policy.

Procedures

1. Application process

Applications for funding under the Research Grants Scheme must be submitted on the relevant application form. The Application Form, Guidelines and Procedures documents are available from the Research Office or may be downloaded from the Excelsia College website.

Applications must fully outline the nature of the proposed project, an indicative budget and the time required to pursue the project, including time for any anticipated research activity for which the applicant would be away from the College.

Applications must reach the Director of Research by close of business on the designated date which will be advertised on the Excelsia College website and through internal staff emails. Applications will be acknowledged in writing.

2. Selection process

Applications will be assessed on a competitive basis by a Committee to be chaired by the Director of Research and comprising senior academic staff with research expertise.

In discussing the application, the Committee may, on a confidential basis, consult with the relevant Head of School and external experts as required.

3. Assessment criteria

In assessing applications, the Research Grants Committee will take into account:

- The quality and relevance of the proposed project (including the relevance of the proposed outcomes to the College’s strategic direction and to the staff member’s personal research plan).
- The relevance of the proposed project in strengthening the research directions of the School or Faculty in which the applicant works.
- Evidence of the capacity of the School in which the applicant works to tangibly support the proposed project.
- The track record and expertise of the applicant (including conference papers, research based presentations, publications etc).
• Endorsement of the proposed research project by the Head of School, or Senior Academic to whom the applicant reports, that:
  - the applicant has the capacity to undertake the project; and
  - completion of the project is of demonstrated advantage to the applicant's personal research plan; and
  - completion of the project is of clear advantage to the School or Excelsia College in furthering research objectives of the Research Plan.

4. Management of the Research Grant
The grant will be placed in a special account under the direction of the Academic Director or Director of Research. A recipient of an Award will normally be able to access funds on provision of documentation endorsed by their Head of School.

5. Obligations of Award Recipients
Successful recipients of a Research Grant are required to:
• complete the research project/proposal/conference publication within the agreed time frame;
• complete the research project/proposal/conference publication to agreed standards; and
• provide the Director of Research with a comprehensive report on the research activity (including any research findings) within three months of the completion of the project, including advice on progress towards publication or other Higher Education Research Data Collection (HERDC) reportable outcomes.

References Consulted
ACU Research Funding Guidelines (2013)

ACU Research Awards for Women Academic Staff Policy

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