

RESEARCH GRANTS POLICY



Approved by Council:

7 October 2015

Revised by Council:

2 May 2018

Related Documents

Regulation 40: Academic Staff, Honorary Staff, and Academic Titles

The Collegiate Agreements

1. Rationale and Objectives

1.1 The Council provides funds for Research Grants to support the production and dissemination of high quality research by the University. This includes the support of academic staff, honorary researchers, higher degree by research students, and libraries associated with the University to undertake activities that lead to the production and dissemination of research, and to the attraction of external or other funds to support research.

2. Scope

2.1 This policy applies to members of the University who meet the eligibility criteria.

2.2 Research Grants may be used to support the production or dissemination of research at the University. This may include the expenditure of funds for:

- a) attendance or presentation at a research conference
- b) the conduct of library or archival research or of fieldwork
- c) employment of a research assistant
- d) sponsorship or seed-funding for a conference supported by the University
- e) bringing a visiting academic to the University
- f) payment of expenses relating to a peer-reviewed publication, such as copyright permissions, images, or a publisher's fee
- g) purchase of research items such as books, manuscripts, or digital collections
- h) undertaking any other activities that lead to the production or dissemination of research.

3. Definitions

3.1 A Small Research Grant is a grant of up to \$4,000 and in exceptional circumstances of up to \$5,000. A Small Research Grant normally includes only one project.

3.2 A Large Research Grant is a grant of no less than \$3,000 and up to \$10,000. A Large Research Grant may include more than one project.

4. Budget

- 4.1 The Council allocates a sum of money in its annual budget to support the award of Research Grants.
- 4.2 The Council may reserve a sum of money in the research grant allocation for a specific purpose or for a specific cohort of applicants such as early career researchers or higher degree by research students.

5. Eligibility

5.1 Persons eligible to apply for Small Research Grants are:

- a) academic staff of the University
- b) honorary researchers of the University
- c) higher degree by research students currently enrolled at the University
- d) the librarian of a library named in Schedule A of a Collegiate Agreement

5.2 Persons eligible to apply for Large Research Grants are:

- a) academic staff of the University
- b) the librarian of a library named in Schedule A of a Collegiate Agreement

5.3 A person may be awarded no more than \$5,000 of Small Research Grant funding within a calendar year, whether that funding is awarded individually or as part of a group.

5.4 A person may be awarded no more than \$10,000 of Large Research Grant funding within a calendar year, whether that funding is awarded individually or as part of a group.

6. Criteria

6.1 Applications for Small Research Grants are assessed against the following criteria:

- a) the track record of the applicant or applicants in the production or dissemination of research (50%);
- b) the merit of the proposed project, including the quality of the proposed outcomes and the methodology (50%).

6.2 Priority may be given to Small Research Grant applications from:

- a) higher degree by research students; or
- b) early career researchers who are within five years of graduation with a doctoral qualification; or
- c) applicants who have not previously been awarded a research grant.

6.3 Applications for Large Research Grants are assessed against the following criteria:

- a) the track record of the applicant or applicants in the production or dissemination of research (40%);

- b) the track record of the applicant or applicants in successful delivery of outcomes of previous research grants (10%);
- c) the merit of the proposed project, including the quality of the proposed outcomes and the methodology, the potential for the project to lead to a successful application for an external competitive grant, the potential for the project to contribute to the University's reputation for research, and the alignment of the project with the University's Vision, Mission, and Strategic Plan (50%).

7. Application

- 7.1 There are three rounds of Research Grants awarded in each calendar year on dates published on the University Calendar.
- 7.2 An application for a Research Grant may be made by an individual applicant or by a group of applicants. An applicant may submit more than one application in a funding round provided that the total funds awarded in a calendar year to an applicant do not exceed the limits stated in section 5.
- 7.3 An application for a Small Research Grant does not need to include quotations for funds sought. An application for a Small Research Grant of more than the normal limit of \$4,000 must provide evidence of exceptional circumstances.
- 7.4 An application for a Large Research Grant must provide a detailed budget and evidence of the cost basis used for funds sought. An application for a Large Research Grant may include a series of related projects or funding for multiple purposes.
- 7.5 Applications must be on the Research Grants Application Form approved by the Director of Research, available from the University website, and include all supporting documentation.
- 7.6 Each application and any supporting documentation must be submitted electronically as a single PDF or Word document.
- 7.7 Applications must be submitted to the Director of Research on or prior to the application closing date published in the University Calendar for each round.
- 7.8 It is the responsibility of the applicant or applicants to make as strong a case as possible for an application and to provide evidence to support that case.
- 7.9 The Director of Research is responsible for ensuring there is an opportunity at least once each calendar year to provide training in preparation of grant applications for members of the University.

8. Research Grants Panel

- 8.1 All applications for research grants are assessed by the Research Grants Panel. The members of the Research Grants Panel are:
 - a) The Director of Research; and
 - b) Four academic staff appointed for a term of up to three years by the Academic Board. Persons so appointed may be internal or external to the University. In making appointments the Academic Board must ensure the Panel has sufficient

expertise in assessment of grant applications and in a range of theological disciplines.

8.2 The Chair of the Research Grants Panel is elected by the Panel from the membership of the Panel for a term of up to three years.

8.3 Any member of the Research Grants Panel who has an actual or perceived conflict of interest in relation to a grant application must declare the conflict to the Panel.

8.4 The Chief Financial Officer or delegate may attend but not vote at meetings of the Research Grants Panel.

9. Assessment and award

9.1 The Research Grants Panel assesses applications for eligibility according to the criteria in section 5 and excludes ineligible or incomplete applications from further consideration.

9.2 The Research Grants Panel assesses eligible applications according to the criteria in section 6 and may exclude applications that it determines are of insufficient quality to merit funding. The Research Grants Panel ranks all remaining applications according to the criteria in section 6.

9.3 The Research Grants Panel awards Research Grants to the ranked applications in order of ranking, observing any direction of the Council regarding allocation of funds to a particular cohort or cohorts. The Research Grants Panel has discretion:

- a) to award no grants in a round; or
- b) to award a grant less than the total amount sought by an applicant; or
- c) to award grants to a total amount less than the available funding for that round.

9.4 The Research Grants Panel must ensure that sufficient funds remain available to enable grants to be awarded at each advertised round in a calendar year.

9.5 The Research Grants Panel may not award grants beyond the funds available in the annual budget. Any unspent money must be returned to general funds at the end of the year.

9.6 In exceptional circumstances the Research Grants Panel may award a Small Research Grant between grant rounds, provided that:

- a) the applicant makes a satisfactory case as to why the application should be considered; and
- b) the application is recommended to the Research Grants Panel by the Director of Research; and
- c) no member of the Research Grants Panel objects to the award being made.

10. Reporting and acquittal

10.1 The Research Grants Panel must inform each applicant in writing of the outcome of the application within thirty days of the meeting at which the application was assessed.

- 10.2 The Research Grants Panel must report annually to the Grants Committee detailing how the funds set aside for Research Grants were expended in that year, including how any special allocations were expended.
- 10.3 The Research Grants Panel must report to the Academic Board after each funding round with information on how many applications were received, how much funding was requested, how many Research Grants were awarded, and how much funding was awarded. The Research Grants Panel may make recommendations on improvements or changes to this policy.
- 10.4 Funds may only be transferred to a successful applicant or a successful applicant's College on presentation of an invoice or of receipts for authorised expenditure.
- 10.5 A successful applicant must claim all funds within twelve months of the date on which the grant was awarded. After twelve months unclaimed funds are forfeited by the applicant.
- 10.6 If a Research Grant involves research that requires ethical clearance, funds may not be released to the successful applicant until written approval of the research has been provided by the Human Research Ethics Committee.
- 10.7 A successful applicant for a Large Research Grant must submit a report to the Research Grants Panel detailing how the funds were expended and how the outcomes of the project have been achieved to date within twelve months of the date on which the grant was awarded.
- 11. Date of next review**
- 11.1 This policy must be reviewed no later than 31 December 2020.