Strategic Research Seed Funding Application Form

**Instructions to applicants**

This application form is for researchers wishing to participate in the Victorian Department of Education and Training’s Strategic Research Seed Funding Pilot. Please read the [Guidelines](https://www.education.vic.gov.au/Documents/about/research/SRSFP_Guidelines.docx) carefully before completing and submitting an application.

To ensure that your application is eligible for consideration, please make sure that every section of the application is completed, and that the Declaration is signed by the principal researcher and the Dean, CEO, or Chair of the Research Organisation.

Projects conducted in school or early childhood settings will require that all researchers in direct contact with children hold valid Working with Children Checks.

An application for one project is to be submitted to the Department by **5pm,** **Friday 2 February 2018.**

Successful applicants will be required to enter into a Strategic Research Seed Funding Agreement with the Victorian Government through the Department of Education and Training. The terms and conditions of the Funding Agreement are fixed and no substantive changes will be accepted.

For more information please contact the Strategic Research Team at [research@edumail.vic.gov.au](mailto:research@edumail.vic.gov.au) or on (03) 7022 0353

**SECTION 1 – RESEARCH PROJECT INFORMATION**

|  |
| --- |
| **Research project proposal title** (*Max 25 words)* |
|  |
| **Research project summary** *Focusing on the aims, significance and expected outcomes and benefits of the project. (Max 150 words)* |
|  |
| **Research question** *Please outline your research question(s) (Max 50 words)* |
|  |
| **Methodology** *Please clearly explain the intended methodology of the project, including the statistical procedures you propose to use to analyse research data. Avoid using technical jargon where possible (Max 250 words)* |
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| --- | --- |
| **Total Strategic Research Seed Funding requested\*** |  |
| **[Organisation Name] co-funding amount** *Add additional line breaks as required if the project has more than one funding source* |  |
| **Total co-funding amount** | **$** |
| **Total project amount** | **$** |

**SECTION 2 – APPLICANT ELIGIBILITY**

|  |  |
| --- | --- |
| Do you have support from a research organisation to provide co-funding contribution to this project? | Yes / No |
| Is this research organisation based in a locality with a Victorian postcode? | Yes / No |
| Is this research organisation a legal entity with the capacity to enter into legal agreements with the Department? | Yes / No |
| Does this research organisation have Public Liability Insurance of at least $10 million? | Yes / No |
| Does this project have ethics approval or is likely to receive ethics approval from the relevant ethics committee? | Yes / No |
| Does this research project align with the Department’s research priority themes? | Yes / No |

**If you have answered no to any of the questions in Section 3, you are not eligible to apply for the seed funding.**

**SECTION 3 – APPLICANT (RESEARCHER) INFORMATION**

*Please ensure all information is accurate and up-to-date.*

|  |  |
| --- | --- |
| **Principal Researcher** | |
| Name |  |
| Title |  |
| Research Organisation |  |
| Position *(held at the research organisation)* |  |
| Postal Address |  |
| Suburb |  |
| Postcode |  |
| Telephone |  |
| Mobile |  |
| Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Research Team**  *Please add all people participating in this proposal - ensuring at least one contact from each research organisation.* | | | |
| Name and Title | Current Organisation | Contact Phone | Contact E-mail |
|  |  |  |  |
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| --- | --- |
| **Research Organisation** *(Must be based in Victoria)* | |
| Organisation Name |  |
| Organisation ABN |  |
| Contact person |  |
| Position |  |
| Postal address *(must be Victorian)* |  |
| Postcode *(must be Victorian)* |  |
| Telephone |  |
| Mobile |  |
| Email 1 |  |
| Email 2 |  |

**SECTION 4 – OUTCOMES AND END-USER ENGAGEMENT**

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| --- |
| **4.1 Outputs and outcomes** (max 200 words)  *Please note exactly what specific outputs (Deliverables) will result from the research. For example, what reports, products, teaching and learning resources, and/or professional development tools will be produced through this research? How will these reports be published or distributed?* |
|  |
| *Please note the expected (medium-long term) outcomes from the research project. For example, improved spelling results in Year 3 students.* |
|  |
| **4.2 End User Engagement** (max 200 words)  *How will you engage with Department staff and research end-users throughout the research project to maximise the practical outcomes of the research?* |
|  |

**SECTION 5 – ASSESSMENT CRITERIA**

*The Assessment criteria inform the decision-making processes of the Assessment Panel.*

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| **5.1 Research Priorities and Policy Impact – 40%**  How does the research align with the Department’s [Strategic Research Priorities](https://www.education.vic.gov.au/Documents/about/research/Strategic_Research_Priorities_Infographic.pdf)? Does the research have the potential to provide actionable insights pertaining to Department policy and programs?  Include the specific research priority theme the research addresses. Please provide references to support your response. (Max 600 words) |
|  |
| **5.2 Design and Methodology – 20%**  Does the project, as described, demonstrate a high-quality design? Does the methodology reflect a systematic and rigorous approach to answering the research questions?  Does the planned budget, resourcing, and proposed timelines accurately reflect the requirements of the project? Have ethical considerations been addressed? (Max 600 words) |
|  |
| **5.3 Research Team: Qualifications and Experience – 20%**  To be completed and assessed in conjunction with Section 8  What are the qualifications and experience of key personnel involved in the research project? Do the researchers demonstrate sound knowledge of current theory and practice in education research? Do the researchers have experience communicating research findings to a government or public policy audience? (Max 300 words) |
|  |
| **5.4 Co-Funding Value – 20%**  Do the research project’s outputs reflect good public value for the Department’s contribution? What proportion of project resourcing, including financial and in-kind support, will be provided by the research organisation and Department respectively? (Max 300 words) |
|  |

**SECTION 6 – RESEARCH TIMELINE**

*Mark (x) or colour the relevant box to illustrate the duration of individual tasks, including project deliverables.*

*Insert additional/delete lines as needed.*

*Project must be completed within 12 months.*

|  |  |
| --- | --- |
| Project start date: | DD/MM/YYYY |
| Project end date: |  |
| Total project time (months): |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project timeline 2018-19** | | | | | | | | | | | | |
| **Task** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** |
| Project start |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project completion |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 7 – EXPENDITURE AND FUNDING**

*Insert the research budget into the table below. Insert additional lines as needed.  
Total income must match total expenditure.*

|  |  |  |
| --- | --- | --- |
| **ITEM** |  | **BUDGET exclusive of GST** |
| **2018/19** |
| INCOME | | |
| Strategic Research Seed Funding research grant  (Figures must match figures quoted in Section 1) | | $ |
|  | |  |
| Co funding Insert additional lines as necessary) | | $ |
| TOTAL $ INCOME | | $ |
|  | | |
| EXPENDITURE\* | | |
| SALARY COSTS  (For key research staff and other dedicated research/technical staff) | | |
| Lead researcher/Chief investigator (Applicant) | | $ |
| Research team member 1 | | $ |
| Research team member 2 | | $ |
| Research team member 3 (add additional team members as necessary) | | $ |
| TOTAL SALARY COSTS | | $ |
| PROJECT COSTS  (For costs directly related to the research project) | | |
| (Insert additional lines as necessary) | | $ |
| TOTAL PROJECT COSTS | | $ |
| TRAVEL COSTS  (Travel costs within Australia required as part of the project) | | |
| (Insert additional lines as necessary) | | $ |
| TOTAL TRAVEL COSTS | | $ |
| OTHER COSTS | | |
| (Insert additional lines as necessary) | | $ |
| TOTAL OTHER COSTS | | $ |
| TOTAL EXPENDITURE | | $ |
| (Total salary, project, consumables, travel and other costs) | | |

**SECTION 8 – CV AND REFERENCES**

*Insert (copy and paste) the CVs of each member of the research team demonstrating evidence of ‘5.3 Research Team: Qualifications and Experience’ (with a maximum of 1 page for each CV).*

**SECTION 9 – DECLARATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| With reference to this Application under the scheme:  I, ………………………………..…………….. *[insert applicant’s name]*, as a member of …………………………………….. *[insert research organisation]* and the principal researcher for this project:   1. Authorise the Department, subject always to the provisions of the Strategic Research Seed Funding Agreement, and to all legislative requirements, to undertake any necessary or relevant checks and investigations; 2. declare that: 3. the information supplied by me to the Department in this Application regarding the Strategic Research Seed Funding Pilot is true and accurate and is not misleading in any material respect to the best of my knowledge; and 4. I have received no guarantees or assurances that my Application under the Strategic Research Seed Funding Pilot will be approved by the Department;   SIGNED by the **Researcher**:   |  |  | | --- | --- | | ………………………………..……………..  *Researcher’s name* | ……………………..…………………….  *Researcher’s signature* | |  |  | |
|  |

SIGNED for and on behalf of the **Research Organisation** by **Dean, CEO or appropriate executive**

|  |  |
| --- | --- |
| ………………………………..……………..  *Representative’s name, title & position* | ………………………………..……………..  *Representative’s signature* |
|  |  |