

**UNIVERSITY OF CANBERRA  
COLLABORATIVE INDIGENOUS  
RESEARCH INITIATIVE  
(UC CIRI)**



# **RESEARCH GRANT SCHEME**

## **TERMS AND CONDITIONS**

**APRIL 2020**

## CONTENTS

1.	Title and Purpose .....	3
2.	Definitions .....	3
3.	Eligibility .....	4
4.	Selection Criteria .....	5
5.	Application Format .....	8
6.	Conflict of Interest .....	9
7.	Reporting Requirements .....	9
8.	Funding Proposal .....	10
9.	Assessment .....	10
10.	Conflict of Interest .....	11
11.	Project Agreement .....	11
12.	Ethics Approval .....	11
13.	Payment of Funds .....	11
14.	Expending Project Funds .....	12
15.	Suspension of Funds .....	12
16.	Termination .....	12
17.	Contacts .....	13
Appendix A: Application Template .....		14
Appendix B: Example of Response to Funding Proposal .....		27
Appendix C: Examples of Response for Milestones and Deliverables .....		29
Appendix D: Application Checklist .....		31
Appendix E: Letter of Offer (example) .....		32
Appendix F: Letter of Agreement (example) .....		33

## 1. Title and Purpose

- 1.1. The University of Canberra Collaborative Indigenous Research Initiative Research Grant Scheme (UC CIRI Research Grants Scheme).
- 1.2. The UC CIRI Research Grant Scheme provides up to two (2) years of seed funding for Indigenous research at UC. Its purpose is to grow Indigenous research capacity at UC through funding seed projects that will go on to develop wider funding support. The scheme is approved by the Deputy Vice Chancellor Research and Innovation and is administered by the UC CIRI Executive Committee.
- 1.3. Funding for the scheme is based on a calendar year.
- 1.4. Seed funding is intended for projects at the discovery or pilot end of research.
- 1.5. This document describes the eligibility and selection criteria and should be referred to when completing the Research Grant Application.
- 1.6. The terms and conditions outlined in this document are effective as of 1 March 2020.

## 2. Definitions

- 2.1. “**Aboriginal and/or Torres Strait Islander**” is a person who identifies as an Australian Aboriginal and/or Torres Strait Islander and is recognised as such by their community.
- 2.2. “**Application**” refers to the completed application form, all attachments and requested additional documentation.
- 2.3. “**Committee**” refers to the University of Canberra Collaborative Indigenous Research Initiative Executive Committee, also referred to as the UC CIRI Executive Committee.
- 2.4. “**DVCR&I**” refers to the Deputy Vice-Chancellor Research and Innovation at the University of Canberra
- 2.5. “**First Nation Peoples**” is a person who identifies as an Indigenous person and is recognised as such by their community. This is mainly used in reference to non-Australian Indigenous people.
- 2.6. “**Indigenous**” is a person of Australian Aboriginal or Torres Strait Islander descent who identifies as an Australian Aboriginal or Torres Strait Islander person and is accepted as an Australian Aboriginal or Torres Strait Islander person in the community in which he/she lives or has lived [Source: Australian Research Council].<sup>1</sup>
- 2.7. “**Indigenous Research**” Indigenous research is systematic inquiry that engages Aboriginal and Torres Strait Islander persons as investigators or partners to extend knowledge that is significant for Indigenous peoples and communities.
- 2.8. “**Indigenous Research Capacity**” refers to building the capabilities and skills of Aboriginal and Torres Strait Islander researchers and students.
- 2.9. “**Project Leader**” refers to the person filling the role of primary Chief Investigator and/or Project Leader. This person is to be the primary contact for the application and successful project.

---

<sup>1</sup> UC CIRI is not able to comment on, prove or provide confirmation of a person’s Aboriginal and/or Torres Strait Islander heritage.

- 2.10. “**Successful Projects**” refers to applications that have been assessed and approved for funding by the Committee.
- 2.11. “**UC**” and “**University**” refer to the University of Canberra

## 3. Eligibility

- 3.1. Applications that meet the following criteria will be eligible for assessment for funding:
- 3.1.1. The Project Leader must be a current UC staff member for the life of the project.
    - 3.1.1.1. Should the status of the Project Leader change then the Committee is to be advised in writing four (4) weeks prior to the change coming into effect.
    - 3.1.1.2. The Committee is to approve a change of Project Leader for funding to be continued.
  - 3.1.2. Committee members are eligible to submit applications for funding under this scheme<sup>2</sup>
  - 3.1.3. This scheme is open to UC staff, post-graduate students and adjuncts. Teams may include non-UC members.
  - 3.1.4. Applications must include Indigenous researchers and/or UC Indigenous students and/or Indigenous research assistants.
  - 3.1.5. The funding period will depend on UC CIRI budgetary constraints at the time of the Call for Applications and may be for a minimum of one (1) year to a maximum of two (2) years.
  - 3.1.6. Funding duration will not exceed two (2) years, however, project duration may exceed two (2) years but may not exceed three (3) years from the date the project commenced under the UC CIRI Research Grant Scheme.
  - 3.1.7. Applications may apply for a maximum of two (2) grants in a calendar year.
  - 3.1.8. Applications are to provide written evidence of UC Faculty support<sup>3</sup>.
  - 3.1.9. Applications must follow the format outlined in these guidelines and not exceed the specified number of pages for each criterion. Excess pages may be removed from the application and may not be included in the assessment process.
  - 3.1.10. Applications, including associated documentation, must be received by the UC CIRI Secretariat by the deadline specified on the Research Grant Scheme page of the UC CIRI website<sup>4</sup>
  - 3.1.11. Applications submitted after the closing date may be accepted at the discretion of the Committee.
  - 3.1.12. It is at the discretion of the Committee as to whether an application is considered eligible for assessment or not.

---

<sup>2</sup> See Item 10 for information on ‘Conflict of Interest’

<sup>3</sup> The letter of support from the UC Faculty is to be provided as Attachment B of the application

<sup>4</sup> <https://www.canberra.edu.au/research/collaborations/ciri/research-grant-scheme>

## 4. Selection Criteria

- 4.1. When addressing the selection criteria clearly show a response for all points and sub-points for each criterion
- 4.2. The proposed project will generate outcomes with tangible benefits for Indigenous communities.  
*(max 1 page)<sup>5</sup>*
  - 4.2.1. Outline proposed tangible benefits and impact of the research for Indigenous communities and/or Indigenous individuals.
  - 4.2.2. Make the best use of research strengths at UC to make a real difference to Indigenous communities.
  - 4.2.3. Detail proposed dissemination of research and outcomes.
- 4.3. The proposed project has been developed in conjunction with, and has the support of, Indigenous communities.  
*(max 1 page, letters of support additional)*
  - 4.3.1. Demonstrate that the application has been developed in conjunction with Indigenous communities.
  - 4.3.2. Provide written evidence that the application has the support of Indigenous communities<sup>6</sup>. Add as Attachment A to the application.
- 4.4. The proposed project makes best use of, and grows, Indigenous research capacity at UC.  
*(max 1 page)*
  - 4.4.1. Preference will be given to those applications with a UC Indigenous Project Leader.
  - 4.4.2. Involves cross-disciplinary research collaboration between Indigenous and non-Indigenous researchers from UC's five main research areas of Governance, Communication, Education, Environment and Health.
  - 4.4.3. Incorporates structures for training, support, opportunities and mentorship of UC Indigenous HDR<sup>7</sup> students and/or Indigenous early career researchers.
  - 4.4.4. Foster research collaboration between Indigenous and non-Indigenous researchers, in line with the UC CIRI Strategic Plan and the UC Aboriginal and Torres Strait Islander Strategic Plan.
  - 4.4.5. Applications are to provide written evidence of UC Faculty support in the form of a letter of support from the Dean of Faculty. Add as Attachment B to the application.
- 4.5. The application lists all team members and their position in the team (clearly identifying Indigenous members), and shows evidence of research excellence.  
*(max 2 pages per team member)*

---

<sup>5</sup> The page length is to incorporate the responses for ALL information provided for this criterion. For example, the response for 4.2 is a maximum of 1 page, which means that the response provided for 4.2, 4.2.1, 4.2.2 and 4.2.3 combined is not to exceed 1 page

<sup>6</sup> This evidence would usually be in the form of a letter of support from the relevant Indigenous community(s) and/or Indigenous individual(s). The Letters of Support are to be attached as Attachment A to the proposal.

<sup>7</sup> A Higher Degree by Research (HDR) is a term that collectively refers to a Doctor of Philosophy (PhD), Professional Doctorate and Masters by Research degrees.

## **4.5.1. Project Leaders, senior investigators and experienced investigators.**

- 4.5.1.1. Name.
- 4.5.1.2. Current position and organisation.
- 4.5.1.3. Indigenous or non-Indigenous.
- 4.5.1.4. Role in this project.
- 4.5.1.5. A brief research biography.
- 4.5.1.6. Research Opportunity Relative to Experience (ROPE) statement.
- 4.5.1.7. Show evidence of research excellence. Response is to include outcomes of previous research projects:
  - 4.5.1.7.1. Track record.
  - 4.5.1.7.2. Role.
  - 4.5.1.7.3. Excellence of proposal.
  - 4.5.1.7.4. Published/accepted for publication in top-ranked journals.

## **4.5.2. Junior investigators and Early Career Researchers.**

- 4.5.2.1. Name.
- 4.5.2.2. Current position and organisation.
- 4.5.2.3. Indigenous or non-Indigenous.
- 4.5.2.4. Role in this project.
- 4.5.2.5. A brief research biography.
- 4.5.2.6. Research Opportunity Relative to Experience (ROPE) statement (if applicable).
- 4.5.2.7. Show evidence of research excellence (if applicable). Response is to include outcomes of previous research projects:
  - 4.5.2.7.1. Track record.
  - 4.5.2.7.2. Role.
  - 4.5.2.7.3. Excellence of proposal.
  - 4.5.2.7.4. Published/accepted for publication in top-ranked journals.
- 4.5.2.8. Outline what training and support will be provided.
- 4.5.2.9. Outline the mentoring plans that will be put in place.

## 4.5.3. PhD students and Research Assistants.

- 4.5.3.1. Name.
- 4.5.3.2. Current position and organisation.
- 4.5.3.3. Indigenous or non-Indigenous.
- 4.5.3.4. Role in this project.
- 4.5.3.5. A brief research biography.
- 4.5.3.6. Research Opportunity Relative to Experience (ROPE) statement (if applicable).
- 4.5.3.7. Show evidence of research excellence (if applicable). Response is to include outcomes of previous research projects:
  - 4.5.3.7.1. Track record.
  - 4.5.3.7.2. Role.
  - 4.5.3.7.3. Excellence of proposal.
  - 4.5.3.7.4. Published/accepted for publication in top-ranked journals.
- 4.5.3.8. Outline what training and support will be provided.
- 4.5.3.9. Outline the mentoring plans that will be put in place.
- 4.5.3.10. Outline the opportunities that being a member of this project team will provide them.

## 4.6. The proposed project governance, design and methodology are appropriate and effective. (max 2 pages)

- 4.6.1. Specify the proposed project start and finish dates.
- 4.6.2. Detail the governance for the proposed project.
- 4.6.3. Detail the proposed project research design.
- 4.6.4. Detail the proposed project research methodology.
- 4.6.5. Application is to include a viable timeline for completion, reporting and acquittal of funds.

## 4.7. The proposed project shows evidence of potential to achieve, extend, expand or scale up external funding (e.g. ARC, NHMRC, corporate, etc.). (max 1 page)

## 4.8. Research is in a priority area, as identified by Indigenous communities or in the 'Closing the Gap' targets. (max 1 page)

- 4.8.1. Address an important challenge for Aboriginal and Torres Strait Islanders, including redressing Indigenous disadvantage and fostering wellbeing.

- 4.9. The proposed project includes a Project Reference Group.  
*(max 1 page, Evidence of Acceptance are in addition)*
- 4.9.1. Describe how the Project Reference Group will be utilised.
  - 4.9.2. Briefly detail the members of this group and how their participation will benefit the project.
  - 4.9.3. Provide written evidence that each member of the Project Reference Group has accepted the invitation to be a member. Provide these as Attachment E<sup>8</sup>
- 4.10. Funding Proposal
- 4.10.1. Complete the Funding Proposal<sup>9</sup> and add as Attachment C to the Application.
  - 4.10.2. Include a brief explanation or description for items listed.
  - 4.10.3. Provide brief details of an in-kind funding.
  - 4.10.4. Provide details of other funding that is being, or has been, sourced for this proposal, whether it is from other areas of the University of Canberra or external organisations.
  - 4.10.5. An example of a completed Funding Proposal is at Appendix B of this document.
- 4.11. Milestones and Deliverables
- 4.11.1. Complete the Milestones and Deliverables Template<sup>10</sup> and add as Attachment D to the Application.
  - 4.11.2. Ensure milestones are included for any recruitment and all required ethics approvals.
  - 4.11.3. Examples of completed milestones and deliverables template is at Appendix C of this document.

## 5. Application Format

- 5.1. The following format and size limitations apply for the Application:
- 5.1.1. Font to be no smaller than 11 point.
  - 5.1.2. Margins to be no smaller than 1.27cm (top/bottom and left/right).
  - 5.1.3. Size limits are specified in the description of each selection criterion.
- 5.2. Attachments specified under item 4 are in addition to the size limits specified for each criterion.
- 5.3. Applications are to be submitted in electronic format with a strong preference for the documentation to be in *.pdf* format.
- 5.4. Hard copy applications will not be accepted.
- 5.5. An application checklist is at Appendix D of this document.

---

<sup>8</sup> A printout of an email is acceptable

<sup>9</sup> The Funding Proposal Template is at Appendix A of the Application Form Template

<sup>10</sup> The Milestones and Deliverables Template is at Appendix B of the Application Form



- 5.6. Should any part of the Application exceed the maximum page limits then the excess pages may be removed and thus may not be used in the assessment of the Application
- 5.7. It is the responsibility of the Project Leader to ensure all relevant documentation for the Application has been submitted to the UC CIRI Secretariat by the due date.

## 6. Conflict of Interest

- 6.1. Committee members are eligible to apply for funding under this scheme.
- 6.2. Applicants who are members of the Committee are to identify any potential conflict of interest.
- 6.3. Committee members are to identify any potential conflict of interest prior to assessment of the Application.
- 6.4. Assessment of Applications that identify a Conflict of Interest will follow University of Canberra policy.

## 7. Reporting Requirements

- 7.1. Project Leaders are to make themselves available when requested by the Committee to make their report and are to adhere to reporting requirements as determined by the Committee. Failure to do so may result in Termination of the grant (see Item 14)
- 7.2. Should the Project Leader be unable to meet a reporting requirement then they are to contact the UC CIRI Secretariat as soon as possible. If the advice is provided by telephone then the call is to be followed up by an email to the UC CIRI Secretariat. The Chair will determine whether the reason for non-attendance is acceptable or not.
- 7.3. Reporting requirements may include, but are not limited to, the following:
  - 7.3.1. Implementation Report – within 3 months of the project commencing (In person).
  - 7.3.2. Status Report 1 – within 3 – 6 months of the Implementation Report.
  - 7.3.3. Status Report 2 – within 3 – 9 months of Status Report 1.
  - 7.3.4. Status Report 3 – within 3 – 9 months of Status Report 2.
  - 7.3.5. End of Funding Report – within 2 months of the project funding end date.
  - 7.3.6. End of Project Report – within 3 – 4 months of the project end date.
- 7.4. Varying reporting timelines is at the discretion of the Committee.
- 7.5. The Committee will determine whether a required report is to be verbal (in person), written or a combination.
- 7.6. The UC CIRI Secretariat will endeavour to provide a minimum of four (4) weeks notice to the Project Leader that a report is required.
- 7.7. Additional written or verbal reports may be requested at the discretion of the Committee.

## 8. Funding Proposal

### 8.1. Budget

- 8.1.1. The template for the Budget is at Appendix A of the Application Form. It has been populated with suggested items. These items are a guide and may be amended or deleted. The Categories are not to be amended or deleted.
- 8.1.2. The response is to include a brief justification for each category of expenditure.
- 8.1.3. The response is to provide a brief description for each 'In-Kind' funding.
- 8.1.4. The funding period will depend on UC CIRI budgetary constraints at the time of the Call for Applications and may be for a minimum of one (1) year to a maximum of two (2) years.
- 8.1.5. An example of a completed Budget is at Appendix B of this document.

### 8.2. Other Funding

- 8.2.1. Identify funding (other than that received from UC CIRI) that is being, or has been sourced for this project, whether it is from within the University or external organisations. The response is to include:
  - 8.2.1.1. Organisation (if UC, specify Faculty)
  - 8.2.1.2. Amount
  - 8.2.1.3. Date Applied for
  - 8.2.1.4. Status of Application (Submitted/Under Consideration/Approved/Received)
  - 8.2.1.5. Brief description of the purpose of the funds (e.g. Two Workshops in remote locations, travel, One Researcher, etc.)

## 9. Assessment

- 9.1. Applications will be competitively assessed by the Committee against eligibility and selection criteria specified in this document.
- 9.2. The Committee may, at its discretion, seek further information or clarification from applicants before making a final assessment.
- 9.3. At the discretion of the Committee, an Application can be provisionally approved if:
  - 9.3.1. Ethics approval has been drafted or submitted but not yet approved; and/or
  - 9.3.2. The majority of the documentation has been submitted but the Committee is still seeking clarification or additional information around some items.
- 9.4. Should an Application be incomplete or not have supplied the requested additional information and/or documentation by the specified date, then, at the committee's discretion, the Application may be deemed as ineligible for assessment and will therefore, not be considered for funding at that time.

- 9.5. Applications that have been assessed as suitable and for which the Committee has approved funding will be sent a 'Letter of Offer'<sup>11</sup>.
- 9.6. Applications that have not been assessed as suitable for funding will be advised of the outcome in writing and will be to meet with the Committee Chair to discuss their Application and the Committee's assessment.
- 9.7. Unsuccessful Applications are welcome to be resubmitted in future rounds.

## 10. Conflict of Interest

- 10.1. Assessment will be subject to standard UC research principles to manage conflict of interest.
- 10.2. Committee members are eligible to submit proposals under this scheme.
- 10.3. Committee members must declare their participation in an Application. The nature of that conflict will be considered by the Committee.
- 10.4. Committee members who have been identified as having a conflict of interest will leave the meeting for any discussion, assessment and decision in relation to the relevant Application.

## 11. Project Agreement

- 11.1. The Project Leader will need to provide the UC CIRI Secretariat with a project cost centre before a Project Agreement can be raised.
- 11.2. All Project Leaders of successful applications will be required to sign a Letter of Agreement.<sup>12</sup>
- 11.3. All Project Leaders of successful applications will be required to sign a Project Agreement.<sup>13</sup>
- 11.4. All Project Leaders of successful projects agree to ensure that UC CIRI is acknowledged as a funder for the project in any publications, media articles, presentations or other outputs resulting from this project.

## 12. Ethics Approval

- 12.1. Ethics approval is to be obtained from University of Canberra and all relevant jurisdictions within 3 months of the date the Letter of Agreement.
- 12.2. At the discretion of the Committee, the offer may be withdrawn should all relevant ethics approval not be received by the due date.
- 12.3. It is the responsibility of the Project Leader to ensure that the project has obtained ethics approval from all relevant bodies for the proposed research and that written evidence has been provided to the Committee.

## 13. Payment of Funds

- 13.1. Funds will not be transferred to a project until the Committee has received:

---

<sup>11</sup> See Appendix E of this document for an example of a Letter of Offer

<sup>12</sup> See Appendix F of this document for an example of a Letter of Agreement

<sup>13</sup> See Appendix G of this document for an example of the Project Agreement document

- 13.1.1. Written evidence that all relevant ethics approvals have been obtained; and
  - 13.1.2. The Letter of Agreement has been signed by the Project Leader; and
  - 13.1.3. The Project Agreement has been signed by all parties.
- 13.2. Significant delays in providing this information to the UC CIRI Secretariat may result in the funding offer being rescinded by the Committee.
- 13.3. Subject to compliance with item 13.1, payment of the grant will be in the form of a funds transfer upon commencement of the project and then at the beginning of each calendar year for the duration of the project as specified in the Project Agreement.

## 14. Expending Project Funds

- 14.1. Project funds are to be expended as set out in the budget at Appendix C of the Project Agreement.
- 14.2. Any variation to the budget is to have written approval prior to funds being expended.<sup>14</sup>
- 14.3. All project funds are to be expended in the calendar year in which the funds were transferred to the project's cost centre.
- 14.4. In accordance with UC financial policy, unspent funds will not be carried over to the following year.
- 14.5. Uncommitted funds are to be returned to the UC CIRI cost centre 7612 by 30th November or sooner of the year in which they were transferred to the project's cost centre and the UC CIRI Secretariat advised.
- 14.6. Project cost centres are to be administered by the Project Leader's Faculty.
- 14.7. The Committee may, at its discretion, request an audit of project funds expended and/or committed.

## 15. Suspension of Funds

- 15.1. The Committee has the authority to direct the Project Leader to suspend expending funds for the project.

## 16. Termination

- 16.1. The Committee reserves the right to terminate a grant where a project is deemed to have:
  - 16.1.1. Not met milestones; and/ or
  - 16.1.2. Breached a code of ethics; and/ or
  - 16.1.3. Not conducted the research as outlined in the Application and/ or Project Agreement; and/ or
  - 16.1.4. Not expended funds as agreed in the Project Agreement.
- 16.2. Where a project is terminated, unspent funds must be returned to the UC CIRI cost centre 7612 and the UC CIRI Secretariat advised.

---

<sup>14</sup> Submit a request in writing to [uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au)

## 17. Contacts

- 17.1. Completed applications are to be submitted to:  
[uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au) Subject Line: **UC CIRI Research Grant Scheme Application**
- 17.2. For questions regarding the status of an Application.  
[uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au) Subject Line: **UC CIRI Research Grant Scheme QUERY**  
or call the UC CIRI Secretariat on (02) 6206 8678

## Appendix A: Application Template

### UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

**Project Short Title:**

**SAMPLE**

**Project Title (in Full)**

--

#### Project Details

Project Start Date	End Date	\$ Amount for Yr 1	\$ Amount for Yr 2	Total \$ Amount
<i>Month and Year</i>	<i>Month and Year</i>			

#### Contact Details

<i>(Please provide full name, phone number(s) and email address for main contact person for this project)</i>
---

**Project Team** *(include ALL members of the Project Team)*

Role in Project	Name	Indigenous	Organisation
Project Leader/Chief Investigator			University of Canberra
<i>(Insert lines for other team members)</i>			

#### Project Reference Group

Name	Organisation	Indigenous
<i>(Insert additional lines if required)</i>		

#### Attachments

Attach. #	Organisation	Signed By (if applicable)
	<i>(Insert additional lines if required)</i>	

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

**Project Short Title:**

**Project Summary.**

*Maximum of 1 page*

**SAMPLE**

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

**The proposed project will generate outcomes with tangible benefits for Indigenous communities.**  
*Refer to Item 4.2.1, 4.2.2 and 4.2.3 in the Terms and Conditions*

*Response to be a Maximum of 1 page*

**SAMPLE**



## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

The proposed project has been developed in conjunction with, and has the support of, Indigenous communities.

*Refer to item 4.3.1 in the Terms and Conditions*

*Letter(s) of Support from Indigenous community(s) included as Attachment A (Refer to item 4.3.2)*

*Response to be a Maximum of 1 page*

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

**The proposed project makes best use of, and grows, Indigenous research capacity at UC.**

*Refer to Item 4.4.1, 4.4.2, 4.4.3 and 4.4.4 in the Terms and Conditions*

*Letter of Support from Dean of Faculty is additional to the page limit and is included as Attachment B (refer to 4.4.5)*

*Maximum of 1 page*

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

List of all team members and their position in the team (clearly identifying Indigenous members), and shows evidence of research excellence.

Refer to items 4.5.1, 4.5.2, 4.5.3 and their sub-points in the Terms and Conditions

For each Team member

Maximum of 2 pages per Team Member

Name
Currently employed by or studying with
Current role
Indigenous Heritage
Role in this project
<i>Provide responses to the remaining sub-points</i>

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

The proposed project governance, design and methodology are appropriate and effective.  
Refer to items 4.6.1, 4.6.2, 4.6.3, 4.6.4 and 4.6.5 in the Terms and Conditions

Maximum of 2 pages

SAMPLE

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

The proposed project shows evidence of potential to achieve extend, expand or scale up external funding (e.g. ARC, NHMRC, corporate, etc.).  
Refer to item 4.7 in the Terms and Conditions.

**SAMPLE**

*Maximum of 1 page*

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

The proposed project is in a priority area, as identified by Indigenous communities or in the 'Closing the Gap' targets.

*Refer to items 4.8 and 4.8.1 in the Terms and Conditions*

*Maximum of 1 page*

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

### Project Short Title:

**The proposed project includes a Project Reference Group**

*Refer to items 4.9.1 and 4.9.2 in the Terms and Conditions*

*Evidence of Acceptance is in addition to the page limit and is included as Attachment E (refer to 4.9.3)*

*Maximum of 1 page*

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

**Project Short Title:**

### Appendix A – Funding Proposal Template

Attach the completed response as **Attachment C** of the Application

#### A1. Budget

Refer to 4.10.1, 4.10.2, 4.10.3, 4.10.4 and Appendix B in the Terms and Conditions

Expenditure Category	2019	2020	Total
<b>A: Academic Staff/Fellows/HDR students</b>			
e.g. UC Doctoral Candidate (PhD Student)	0	0	0
e.g. Research Assistant			
e.g. Secondment			
e.g. Consultant			
Sub Total Category A			
<b>B: Infrastructure and ICT</b>			
e.g. Laptop			
Sub Total Category B			
<b>C: Collaborative Activities and Training</b>			
e.g. Collaborative Workshops			
e.g. Seminars			
e.g. Conferences			
e.g. Travel			
Sub Total Category C			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

#### Category A: Academic Staff/Fellows/HDR students Salary

Insert response

#### Category B: Infrastructure and ICT

Insert response

#### Category C: Collaborative Activities and Training

Insert response

#### In-Kind Funding

Insert response



**A2. Other Funding**

*Refer to items 4.10.4 and Appendix B of the Terms and Conditions*

Insert response. If not applicable insert 'Not Applicable'

**SAMPLE**

## UC CIRI RESEARCH GRANT APPLICATION

Please ensure you have a copy of the UC CIRI Research Grant Scheme Terms and Conditions (March 2020) while completing this application.

**Project Short Title:**

### Appendix B – Milestones and Deliverables Template

Attach the completed response as **Attachment 1** of the Application  
*Refer to item 4.11.1, 4.11.2 and Appendix C of the Terms and Conditions*

**SAMPLE**

### Milestones and Deliverables

Description	Due Date
Enter description	mmm yyyy
Enter description	mmm yyyy
Enter description	mmm yyyy

## Appendix B: Example of Response to Funding Proposal

The completed Funding Proposal is to be included in the application as Attachment C.

### A1. Budget (Refer to item 8.1 of the UC CIRI Research Grant Scheme Terms and Conditions)

Expenditure Category	2019	2020	Total
<b>A: Academic Staff/Fellows/HDR students</b>			
Indigenous Research Associate	15,360	12,360	<b>27,720</b>
Research Assistant	5,616	5,616	<b>11,232</b>
Sub Total Category A	<b>20,976</b>	<b>17,976</b>	<b>38,952</b>
<b>B: Infrastructure and ICT</b>			
Laptop	2,500		<b>2500</b>
Sub Total Category B	<b>2,500</b>	<b>0</b>	<b>2,500</b>
<b>C: Collaborative Activities and Training</b>			
National Symposium	0	3,000	<b>3,000</b>
Collaboration Seminars	1,000	0	<b>1,000</b>
Conferences	2,000	0	<b>2,000</b>
Travel	1,500	0	<b>1,500</b>
• Research Partners			
Sub Total Category C	<b>4,500</b>	<b>3,000</b>	<b>7,500</b>
TOTAL	<b>\$27,976</b>	<b>\$20,976</b>	<b>\$48,952</b>

#### Category A: Academic Staff/Fellows/HDR students Salary

**Indigenous Research Associate.** Indigenous RA “*Firstname Lastname*” will be employed at the UC Level 6 for 400 hours over 24 months. Salary has been calculated on an hourly rate to ensure that conditions of Ryan’s APA stipend are met, and to meet the varying time demands of her doctoral research.

**Research Assistant.** A second data analyst/research assistant will be employed for 200 hours @ UC5 to provide statistical and quantitative analysis support to the project. Their role includes database management and statistical analysis of educational data sets. This RA will work on a casual basis at key points in the project, across the 2---year time period.

#### Category B: Infrastructure and ICT

**Laptop Computer:** The project will fund an Apple MacBookPro (or equivalent) at the cost of \$2,500. RA will be responsible for the Laptop but procurement will be managed by FAD/N&MRC.

## Category C: Collaborative Activities and Training

**Training ACSPRII training:** The project will fund RA to attend 1 5---day ACSPRII training program (Fundamentals of Statistics) in Q2 of 2016. This will provide essential skills and expertise in the analysis of complex statistical datasets essential for Stage 2 of the project.

**National symposium:** A major outcome of the project will be a National Symposium to be held in Q4 of Year 2. \$3,000 has been budgeted to for delegate sponsorship (4x \$500 bursaries), venue hire and catering.

**Collaboration Workshops:** Four Collaboration Workshops will be held at UC over the 2---year project. These projects will bring together UC Investigators, Collaborators and Advisors to plan, assess and monitor project progress.

**Conferences:** A total of \$2,000 has been allocated for RA to attend two conferences (MATSITI; NAISA). Costs include conference fees (\$700), airfares (\$1,000) and accommodation (\$800).

**Travel:** All project members except "Name" are based in Canberra, and some meetings will be held via Skype. Therefore, \$1,500 has been allocated for travel costs for Advisor "Name" to attend 2 Collaboration Workshops.

## In-Kind Funding

Name	Role on Project	Type of In-kind	Comment
A2.	Other Funding (refer item 8.2 of the UC CIRI Research Grant Scheme Terms and Conditions)		
A.2.1	Identify funding (other than that received from UC CIRI) that is being, or has been sourced for this project, whether it is from within the University of Canberra or external organisations. The response to this item		
A.2.2	Organisation: ACT Arts Council		
A.2.3	Amount: \$5,000		
A.2.4	Date Applied: 1 January 2020		
A.2.5	Status of Application: Under Consideration		
A.2.6	Brief description of the purpose of the funds: Conduct 2 workshops – grant will cover travel and accommodation for 2 team members and "Name" Storyteller from Ngunnawal Country, venue hire and catering.		

## Appendix C: Examples of Response for Milestones and Deliverables

The completed Milestones and Deliverables table is to be included in the application as Attachment D.

### Example 1

Description	Date
Lodge ethics application with UC HREC	Mar 2017
Lodge ethics approval with NSW Aboriginal Land Council	Mar 2017
Establish and confirm list of interviewees	Mar 2017
PhD Candidate commences mid-year entry	Jun 2017
UC HREC Ethics approval received	May 2017
NSW Aboriginal Land Council Ethics approval received	Jun 2017
Team meeting to discuss research project progress	Jul 2017
Complete literature review of design precedents for gateway projects	Nov 2017
Preliminary findings presented at refereed conference	Nov 2017
Complete interviews including data analysis	Dec 2017
Annual report to Indigenous Knowledge Holder Reference Group	Dec 2017
Team meeting to discuss research project progress	Feb 2018
PhD student conducts confirmation seminar; research project fully underway	Apr 2018
Complete design research phase on gateway physical space	May 2018
Annual report to Indigenous Knowledge Holder Reference Group	Jun 2018
Complete write-up of journal article 1	Jul 2018
Complete analysis design research phase on gateway physical space	Aug 2018
Team meeting to discuss research project progress	Aug 2018
Launch of design concepts for gateway space	Oct 2018
PhD candidate submits draft thesis	Oct 2018
Launch of exhibition at Jigamy Farm	Nov 2018
Preliminary findings presented at refereed conference	Nov 2018
Complete write-up of journal article 2	Dec 2018

**Example 2**

Description	Date
Initial project participant meeting	Feb 2016
Lodge Ethics Approval	Feb 2016
Establish an Advisory committee from members of the Nowra Local Aboriginal Land Council and the Jerrinja Local Aboriginal Land Council.	Feb 2016
Meeting of Advisory Committee	Feb 2016
Conference Presentation – Land Dialogues, CSU	Apr 2016
Ethics Approval finalised	Feb 2016
Meeting of Advisory Committee	May 2016
Research Training Workshop – Yarning, photovoice, soundwalks & project management skills	May 2016
Conference Presentation – Nat. Indigenous Research & Knowledges Network, ADL	Sep 2016
Meeting of Advisory Committee	Oct 2016
Research Training Workshop – Indigenous methodologies and ethics	Oct 2016
Final Meeting of Advisory Committee	Mar 2017
Research Training Workshop – Analysis and dissemination stages of research	Mar 2017
Co-authored Paper submitted	May 2017

EXAMPLE

## Appendix D: Application Checklist

This checklist is provided as a guide only.

Should any part of the application exceed maximum page limits then the excess pages may be removed and thus may not be used in the assessment of the proposal

- All completed applications are to include:
  - Completed application form\*
  - Attachments A through E
    - Attachment A: Letter(s) of Support from Indigenous community (refer 4.3.2)
    - Attachment B: Letter(s) of Support from Dean of Faculty at UC (refer 4.4.5)
    - Attachment C: Completed Funding Proposal
    - Attachment D: Completed Milestones and Deliverables
    - Attachment E: Letter(s) or email(s) of acceptance from the Project Reference Group
  - **If the Project Leader is a PhD student,** Attachment F: Letter of Support from their Supervisor

\* *A response is required for all items (including dot points) listed on the Application Form*

Appendix E: Letter of Offer (example)

Name  
Address

EXAMPLE

Dd mmmm yyyy

Dear Project Leader,

UC CIRI Research Grant Scheme  
Letter of Offer

Congratulations! I am pleased to advise you that funding for the project “full name of project” under the UC CIRI Research Grant Scheme has been approved. The Committee has agreed to provide funding of \$##### for the project.

To progress this grant would you please indicate your acceptance by signing and returning this letter to the UC CIRI Secretariat at [uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au) within seven (7) days of the date of this Letter of Offer.

Prior to any funds being transferred you will need to:

- Provide a cost centre specific to the project named in this letter to the UC CIRI Secretariat.
- Sign and return the Letter of Agreement and Project Agreement that will be forwarded to you shortly after the UC CIRI Secretariat has received confirmation of your acceptance of the offer and has been advised of the project cost centre.
- Provide written confirmation from all relevant bodies that ethics approval has been granted.

Should you not wish to accept the funds or you have any questions please contact Tamara Posch on 02 6206 8678 or via email at [uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au).

Regards

Professor Peter Radoll | Chair  
UC CIRI Executive Committee

I am pleased to accept the offer as set out in this Letter of Offer and agree to abide by all Terms and Conditions as set out in the UC CIRI Research Grant Scheme Terms and Conditions.

..... / / 20  
Printed name of Project Leader



## Appendix F: Letter of Agreement (example)

Dd mmmm yyyy

Name

Address

Dear Name,

### UC CIRI Research Grant Scheme Letter of Agreement

I am writing on behalf of the UC CIRI Executive Committee (“Committee”) to confirm that funding of \$00000 will be provided by University of Canberra Collaborative Indigenous Research Initiative (UC CIRI) to the “full name of project” project as set out in the attached Project Agreement and to seek your agreement to conditions outlined in this Letter of Agreement.

The accountability and reporting requirements are needed to assure the University and the Office of the Deputy Vice-Chancellor Research and Innovation (‘DVCR&I’) that the Committee is meeting its objectives. We recognise that there may be a need to revise milestones, outputs and/or budgets as projects proceed but changes may only be made if the Committee agrees to them prior to the changes being put in place.

Please indicate your acceptance of these conditions by signing and returning this Letter of Agreement and signing the attached Project Agreement.

Once the Project Agreement has been signed by both you and your Dean, forward the **original** signed documents to the UC CIRI Secretariat (Room 1D124A). The signed documents are to be received by UC CIRI Secretariat within ten (10) days of the date of this Letter of Agreement. If you have any difficulty in getting the documents signed please contact Tamara Posch at [uc-ciri@canberra.edu.au](mailto:uc-ciri@canberra.edu.au).

Once all required documentation has been received by UC CIRI Secretariat<sup>15</sup> the funds will be transferred to the project cost centre as specified in the Project Agreement. Please note that this project is exempt from the infrastructure funds of 20% of Project budget which your Faculty claims for other externally funded projects.

In accepting funding under the UC CIRI Research Grant Scheme for the “name of project” project, I, **Name of Project Leader**, have read, understood and agree to the UC CIRI Research Grant Scheme Terms and Conditions, and agree to the following:

1. The funds will be spent solely for the purpose of this project and as set out in the Project Agreement.
2. In-Kind and cash is provided as set out in the Project Agreement.
3. Milestones and Deliverables are met as set out in the Project Agreement.
4. The project outputs are delivered as set out in the Project Agreement.

<sup>15</sup> See Appendix D of the UC CIRI Research Grant Scheme Terms and Conditions for a list of required documents

5. Reporting requirements are met as set out in the Project Agreement and/or as determined by the Committee.
6. Approval will be sought for variation in an expenditure category where the variation is greater than 10%.
7. Material changes to project risk, including personnel change, are discussed with the Committee as they arise.
8. If at any time I am no longer able to continue as Project Leader I will advise the Committee in writing as soon as a decision to this effect has been made. I acknowledge that a final decision regarding continuation of the project with a different leader will be at the discretion of the Committee.
9. I will communicate any changes to project risk including personnel change to the Committee as soon as I have been made aware.
10. The project complies with broader UC policies & procedures, including those relating to recruitment and ethics.
11. Any faculty cash contributions, as shown in the Project Agreement, have been approved by my Dean.
12. Ascertaining and obtaining written confirmation for all relevant ethics approvals is my responsibility.
13. I am responsible for having a project specific cost centre created.
14. No funds will be transferred to my project until I have provided the UC CIRI Secretariat with:
  - Written evidence that all relevant ethics approvals have been obtained; and
  - The signed Letter of Agreement; and
  - The Project Agreement that has been signed by all parties.
15. Funds will be expended by 31<sup>st</sup> December in the year in which they were transferred to the project.
16. Any funds that will not be expended by 31<sup>st</sup> December will be returned to the UC CIRI (cost centre 7612) by 30<sup>th</sup> November of the calendar year in which they were transferred to the project.
17. Unspent funds will not be carried over to subsequent years.
18. Funding for subsequent years will not be increased even though the project underspent in the prior year.

A copy of the signed Letter of Agreement and the fully executed Project Agreement will be provided to you for your records.

Regards

Professor Peter Radoll | Chair  
UC CIRI Executive Committee

---

I agree to the terms and conditions as outlined in this letter and in the UC CIRI Research Grant Scheme Terms and Conditions (Apr 2020).

.....  
Name of Project Leader

EXAMPLE