Research Grant Schemes:

- **Australian School of Business Research Grant (ASBRG)**
- **Special Research Grant (SRG)**

The Australian School of Business (ASB) funds and administers two types of internal grant schemes: The Australian School of Business Research Grant Program (replacing the FRGP) and the Special Research Grants (SRG) Scheme which includes special support for early career researchers. The aim of both schemes is to provide a mechanism for primarily junior members of staff to access funding for research projects and gain experience in formulating grant applications. This document outlines the nature and purpose of each scheme and provides guidelines for the administration of the School’s internal grants.

Neither scheme may be used to supplement, or in any way duplicate, a project being funded in the same year from another source. Nor can the grants be used to fund Higher Degree research.

**Australian School of Business Research Grants (ASBRG)**

The Australian School of Business Research Grants program provides funding to the value of $10,000 - $30,000 (subject to budgetary approval) for a specific research project. It is designed primarily to support level A-C staff but in some circumstances applications from levels D and E will be considered (eg in the case of a scaled-down ARC application)

**Objectives**

The ASBRG is designed to provide seed funding to support research that will ultimately be the subject of applications for funding from external schemes (eg. the Australian Research Council (ARC) Discovery and Linkage programs, the National Health and Medical Research Council (NHMRC) programs). It is not intended as an alternative for application to external agencies.

The program is designed to meet the following objectives:

- support to develop a competitive application to an external research funding agency;
- support area/s of research strength or emerging research strength;
- support research by new staff; and
- support cross-disciplinary research.

**Special Research Grants (SRG)**

The Special Research Grants program (SRG) is open to Level A-C staff only and provides funding up to a maximum of $10,000 p.a. (subject to budgetary approval).

Applicants may nominate Level D and E researchers as mentors on the grant application.

Levels A to C staff may be awarded no more than four SRG grants under this scheme during their career.

**Objectives**

The scheme is primarily designed to provide funding for junior members of staff who are expected to have a continuing role in the School. Thus the grants are partly a mentoring mechanism to introduce junior members of staff, in particular early career researchers, to the procedures needed to successfully compete for larger external funding.

In general terms, the expected outcomes are as follows:

- a publication in a recognised outlet and/or
- the generation of a successful larger research grant application
The University, and the ASB, offers special support for early career researchers (ECRs), and a specific funding allocation for ECR applications is available under the SRG scheme. ECR funding is provided annually by the Deputy Vice Chancellor, and this may be supplemented with faculty resources. ECRs may nominate as a mentor a non ECR academic without compromising ECR status.

An Early Career Researcher is defined as someone who has been awarded her/his PhD or equivalent research doctorate within five years of the submission date of their application; or received her/his first substantive academic or research appointment within the last five years. Early Career Researchers should identify their status on page 1 of the application form. Applicants outside the standard definition may be considered as ECRs if they can demonstrate research career interruption (including non-research employment, misadventure, illness, family and career responsibilities).
Guidelines for ASB Internal Grants

1. ELIGIBILITY OF RESEARCHERS
Researchers can apply in the category of either Chief Investigator, Associate Investigator or Mentor (SRG only). All applications must have at least one Chief Investigator.

Chief Investigators
Funding is available to academic staff, including those enrolled in a higher degree but excluding externally funded research associates, who are either full time, continuing, or both. Chief Investigators must also be:

- employees of the Australian School of Business;
- able to undertake research in their own right; and
- Level A-C if applying for SRG funding

Members of staff currently enrolled in higher degrees may apply for funding provided that the researcher’s Head of School or Supervisor certify that funds made available will not compromise the integrity nor impede the progress of the higher degree. Researchers must also articulate how the proposal differs from the research thesis in progress.

Full-time staff members of Cooperative Research Centres (CRCs) are not eligible to apply. Staff with a time commitment to a CRC must show that the research is not part of the CRC’s program, and that they have the time and capacity to undertake the proposed research.

Associate Investigators
A person employed by another institution is not eligible to be a Chief Investigator. However, they may apply as an Associate Investigator provided that the project is truly collaborative and the collaborating organisation makes an appropriate contribution of funds or other resources. Using funding from this scheme to support research at other institutions is not permitted.

Postgraduate students (excluding those who are also members of full-time academic staff) are not eligible to apply as Chief Investigators, but may be Associate Investigators.

Mentors
Level D and E staff may be nominated as mentors on SRG applications only. Their contribution to the project should be outlined in A1.2.

Ineligible Researchers
Final reports on previous ASBRG, FRG, ECR or SRG grants must be submitted within one month of completion of the project. Failure to complete a satisfactory report within this timeframe will render the investigator(s) ineligible to receive further funding from this scheme.

Cross-Faculty Applications (main round ASBRG applications only)
Cross-Faculty applications may be submitted for the ASBRG scheme only and will only be accepted at the Main Round. Applications involving researchers from two or more Faculties must indicate the cross-faculty nature of the proposal in the appropriate box on the application form, as well as the percentage of the research to be undertaken in and the amounts requested from each Faculty. Such applications should also indicate in their budgets the items requested from each Faculty, and the corresponding amounts requested.

The Chairs of the relevant Faculty Research Grants Committees should liaise on how the applications will be reviewed prior to each Committee making recommendations for funding.
Scaled-Down Applications to Externally Competitive Schemes
Scaled-down ARC, NHMRC or other externally competitive proposals will be accepted as applications for the ASBRG scheme. However, as the UNSW Goldstar Awards fund applications that narrowly missed out on ARC or NHMRC support, any funding awarded for scaled-down ARC/NHMRC applications will be made subject to the applicant not receiving Goldstar funding.

A case should be made that the scaled-down research will increase the likelihood of success for a future ARC application.

2. NUMBER OF APPLICATIONS
Each staff member may be a Chief Investigator on one ASBRG and one SRG application per year, however, budgetary considerations may preclude the award of both in the same round independent of the merits of the proposal. In order not to disadvantage genuinely cross-disciplinary applications, an ASBRG applicant may also be an Associate Investigator on one other ASBRG application.

If submitting an ASBRG and SRG application in the same round, the researcher must articulate the differences between the projects. Researchers currently holding or applying for externally funded grants may apply for an ASBRG and/or SRG grant. For those with concurrent externally funded grants, it may be that budgetary considerations will preclude the award of an internally administered grant, independent of the merit of proposal.

Staff may be awarded no more than four SRG grants during their career.

An unsuccessful ASBRG application may be considered for SRG funding if eligibility criteria are satisfied.

3. FUNDING ROUNDS AND CLOSING DATES
One main round of applications is held each year for funding to commence in January of the following year. The closing date for main round applications for funding commencing in 2009 is Tuesday 7 October 2008. Unsuccessful applicants from this round, members of staff who were appointed after the closing date for this round or who were on SSP at the time main round applications closed may apply in a supplementary round which closes 30 April 2009, for funding to commence in June that same year.

4. DURATION AND LEVEL OF FUNDING
Grants will be awarded for a period of one year. Main Round grants will expire on 31 December of the year of award; Supplementary Round grants will expire on 30 June of the following year.

The minimum level of funding under the ASBRG scheme is $10,000 per grant per year and the maximum is $30,000 per year. The maximum level of funding under the SRG scheme is $10,000 per grant per year.

5. APPLICATION PROCESS
2009 Supplementary Round applicants should submit twelve copies in total to Anne Gordon in the ASB Research Office on or before Thursday 30 April.

Application Forms
Application forms are available from:
Main Round Cross-Faculty ASBRG applications (those involving Chief or Associate Investigators in more than one Faculty) should be submitted to each of the relevant Faculties, and noted as cross-Faculty.

6. ALLOWABLE BUDGET ITEMS
Funds may be made available for data collection and analysis, access to databases, computer time and resources, library and archival research, literature search and review, and face-to-face consultation and discussion essential to the research of theorists. Funds will be made available to support essential travel, local or international, outbound or inbound, to meet these objectives. Except in exceptional circumstances funds will not be available for conference travel. Researchers applying for funds for conference travel must demonstrate exceptional circumstances which justify the use of internal grant funds for this purpose rather than the use of other ASB and School administered schemes.

Applications should state where the money is to be spent. In most cases, it is expected that research assistance and equipment funds will be spent at UNSW; if this is not the case, the application should explain why the funds are being used elsewhere. If funds for the same or a similar project are being sought by, or have been awarded to the researcher (or a collaborator) from other sources (including another university or similar institution) this should be stated in the application, along with financial details.

The following budget items are not allowable:
- Salaries for Chief or Associate Investigators
- Budget items which should reasonably be supplied by academic units
- Stipends for postgraduate scholarships.
- Teaching relief

7. ASSESSMENT AND RANKING
The Australian School of Business Grants Assessment Committee, comprising one academic from each school (appointed by the Head of School) along with the Associate Dean (Research) or his nominee, and the Presiding Member, will assess each application, taking into account the merit of each application, the coherence of the proposal, and the research record of the investigator(s). The decisions, along with the reasons for them, will be communicated to all applicants in writing four to five weeks after the closing date.

The Assessment Committee may wish to seek external assessment in particular cases, for example where projects are of a cross-disciplinary nature or outside the expertise of Committee members. (It is expected that cross-disciplinary proposals will in no way be disadvantaged.)

Grant applications will be evaluated in terms of a demonstrated likelihood to achieve specified outcomes. This should involve:

I. A clear delineation of and justification for resource support
II. Provision of information in relation to project methodology and argument as to the reasonableness and efficacy of the processes posited
III. A clear specification of the expected outcome, relative to the category of grant under which the applicant has applied
IV. A detailed statement (including budget) of how the applicant would propose to achieve the specified outcome
V. Argument supporting the relevance of the outcome to the wider literature and to the discipline
VI. A clear delineation of roles if there is more than one researcher named on the application. In the cases where a mentor is named, a clear delineation of the roles that both researchers would play in terms of the specified outcome.

The Committee will assess both the quality of the proposed research and the research track record of the investigator(s) relative to opportunity, taking into account the objectives of the scheme in which the applicant(s) have applied. In assessing the quality of the research, the Committee will address the following questions:

I. is the proposed research original and innovative?
II. is the project soundly based in concept and planning?
III. is the project feasible, bearing in mind the expertise of the applicants and the available time and infrastructure?
IV. is the budget justified and appropriate?

In rating the investigator(s), consideration shall be given to both the quantity and quality of recent research, including the quality and reputation of journals in which material has been published.

Rating of the investigators will be made on research performance relative to opportunity.

In the case of cross-Faculty ASBRG applications, the Chairs of the Committees will liaise with each other before funding by each Committee is announced. The Chairs will determine how much should be awarded from each Faculty’s budget.

8. NOTIFICATION OF OUTCOMES
The Committee will provide all applicants with notification of their recommendation and a written assessment within two weeks of the Assessment Committee meeting. A list of successful applications will also be published on the ASB web site.

9. ETHICS REQUIREMENTS
Any successful application for a project involving humans must have ethics clearance from either the UNSW Human Research Ethics Committee (HREC), or the Human Research Ethics Advisory (HREA) Panel as appropriate before funding will be released. Queries about ethics clearances should be directed to the Ethics Secretariat.

10. COMMENCEMENT OF FUNDING
Funds will be released to successful main round applicants in early January 2009 and in July for successful supplementary round applicants.

Where an applicant has not commenced the project within 6 months of the commencement of funding because of inability to obtain ethics clearance, the applicant must advise the ASB Research Office which will then determine whether the Offer of Grant should be rescinded.

11. CARRY FORWARD OF FUNDS
Carry forward of funds is not permitted. Main round funds must be expended by 31 December of the year of the grant. Supplementary round funds must be expended by 30 June of the following year.

12. REPORTING REQUIREMENTS
Within one month of the completion of the project (i.e. by 31 Jan for main round grants or 31 July for supplementary round grants) investigators are required to submit a one page Final Report on their research. **Failure to complete a satisfactory report within this timeframe will render the investigator(s) ineligible to receive further funding under the internal grants scheme.**

The Final Report should be forwarded to the Associate Dean (Research). Investigators must notify the Associate Dean (Research) should any circumstances relating to the application change during the project.

**13. OTHER CONDITIONS**

(i) The Research Committee of the Australian School of Business may make a grant subject to conditions. The conditions may include the rewriting of the application to the satisfaction of the Associate Dean (Research) and one or more of the members of the Research Committee. The Associate Dean (Research) will notify the applicant of the conditions to which the grant is subject. Any rewritten applications are to be submitted within one month of the date that the applicant was advised by the Associate Dean (Research) that a rewrite was required.

(ii) From time to time on the recommendation of the Research Committee, a proportion of ASB research funds might be set aside for particular research designated to be strategic to the ASB’s research endeavour as a whole. The Research Committee would determine eligibility criteria for such grants from time to time.