

AUSTRALIAN COLLEGE OF APPLIED PSYCHOLOGY (ACAP) RESEARCH FUNDING SUPPORT FRAMEWORK

The College supports research and scholarship excellence among students and research active academic staff with a number of strategies. The key areas of focus are:

- Research grants and contracts
- Management of student research activities
- Research development services

To deliver definable outcomes such as:

- High quality publications
- Continual improvement in competitive research funding schemes
- High impact contract research

The ACAP Research Funding Support Framework has been put in place to support the research activities of research active staff (defined in the Research Policy) and students undertaking research projects as part of their studies. The Framework currently includes the following provisions for research active staff:

- **Commencement Support:** This is available to provide support for the purchase of software or equipment required for the conduct of research for newly appointed research active staff.
- **Small Research Grants Scheme:** This is available to provide support for the conduct of research by research active staff.
- **Conference Travel Grant:** This is available to support attendance at national or international conferences related to research activity of research active staff.
- **Publication Support:** This is available to provide financial assistance to publish in open access journals.

Students enrolled in Honours and Masters courses undertaking research projects representing at least 25% of the content of the program are eligible to apply for funding to support the conduct of their research:

- **Research Grants Scheme:** This provides an allowance for students completing research projects of \$400 for Honours program and \$500 for Masters program students. This is currently only applicable to the BPsychSc(H) and MPsych(Clin) programs and applications are managed by the Discipline.
- **Dissemination Grants:** This provides a grant of up to \$500 per students towards the cost of disseminating the findings of their research projects either through conference presentations or publications.

Applications are submitted using the **Research Funding Support Application Form** which can be downloaded here. Information about the eligibility criteria and required supporting documents are provided below.

Appendix 1

RESEARCH ACTIVE STAFF COMMENCEMENT SUPPORT GUIDELINES

The College allocates funds each year to provide financial assistance to newly appointed research active staff to permit the purchase of software or equipment required for the conduct of research. Applicants may apply for and receive a maximum of \$2000 during their first year of service.

Application process

Applications may be submitted at any time. A completed and signed application should be submitted to the Chair, ACAP Research and Scholarship Committee by email to acap.research@acap.edu.au, including any supporting documents:

- Quotes for any requested purchases

Awards

Awards are made on a one off basis to research active staff on a minimum 0.5FTE appointment of continuing contract who have a completed workload agreement for the commencing year and have included measurable objectives related to research in their performance plan.

Assessment of Applications

Applications will be assessed on their merits and take into account:

1. Research performance of applicant: Applicants should be identified as research active and the requested resources should be integral to the further development of their work or part of a demonstrable plan to produce research outputs;
2. Contribution to the research priorities of the College: Preference will be given to applications that demonstrate that they will contribute to the current research priorities of the College;
3. Involvement of students: Preference will be given to applications that demonstrate the potential for student involvement in research of the staff member.

Subsequent Publications

Recipients are required to attribute any publications authored or contributed to as a result of attendance at the funded conference to the Australian College of Applied Psychology.

Claims for Commencement Support

Following approval, a purchase order should be raised through Oracle and the invoice submitted within three months of approval notification. Funds are unable to be transferred to expense type should they not be expended on the approved resources.

Appendix 2

RESEARCH ACTIVE STAFF SMALL RESEARCH GRANT FUNDING GUIDELINES

The College allocates \$50000 each year to provide financial assistance to research active staff for the conduct of small research project. Applicants may apply for and receive a maximum of \$10000 per round, and may hold only one grant at any given time.

Application process

Applications may be submitted at any time. A completed and signed application should be submitted to the Chair, ACAP Research and Scholarship Committee by email to acap.research@acap.edu.au, including any supporting documents:

- Quotes for any requested purchases

Awards

Awards will be made to research active staff on a minimum 0.5FTE appointment of continuing contract, have a completed workload agreement for the commencing year and have included measurable objectives related to research in their performance plan, and who remain in the employment of the College for the duration of the grant.

Assessment of Applications

Applications will be assessed on their merits and take into account:

1. Justification of the project in terms of previous literature and appropriate research methodology with aims and objectives achievable in the time frame available (Research Merit);
2. Demonstrated need for funding in order to conduct the research (Funding Need);
3. Identification of research outputs that are consistent with the aims of the scheme (Project Coherence).

Progress Reports and Subsequent Publications

Progress reports are submitted annually and at the end of the project. Recipients are required to attribute any publications authored or contributed to as a result of attendance at the funded conference to the Australian College of Applied Psychology.

Claims for Funding

Funds can be accessed following provision of proof of approval of the project by the relevant HREC. Costs of purchases and staff involved in the project should be made in the usual way. Otherwise claims for approved funds are to be made as soon as possible following the expense being incurred. Funds are unable to be transferred to another project or expense type should they not be expended on the approved project.

Appendix 3

RESEARCH ACTIVE STAFF CONFERENCE TRAVEL GRANT FUNDING GUIDELINES

The College allocates funds each year to provide financial assistance to research active staff attending national or international conference(s) in which they will play a significant role. Applicants may apply for and receive a maximum of \$2000 per annum.

Application process

Applications may be submitted at any time, however there will be three selection rounds each year (April, July and October) with a closing date on the 1st of the month. A completed and signed application should be submitted to the Chair, ACAP Research and Scholarship Committee by email to acap.research@acap.edu.au, including any supporting documents:

- Confirmation of accepted submission
- Quotes for costs of registration, accommodation and travel
- Copy of current Professional Development Plan

Awards

Awards will be made to research active staff on a minimum 0.5FTE appointment of continuing contract, have a completed workload agreement for the commencing year and have included measurable objectives related to research in their performance plan, and who will return to duty for at least 12 months after the conference travel period.

Assessment of Applications

Applications will be assessed on their merits and take into account:

1. Standing of the conference: A case for this should be made in the application and supported by the relevant Chair of Discipline;
2. Research performance of applicant: Applicants should be identified as research active and the conference should be integral to the further development of their work or part of a demonstrable plan to produce research outputs.
3. Reason for attendance: Preference will be given to applicants who provide evidence that they will play a significant role in the conference, for example keynote speaker, chairing a major session, delivering an oral presentation.
4. Contribution to the research priorities of the College: Preference will be given to applications that demonstrate that they will contribute to the current research priorities of the College.

Conference Report and Subsequent Publications

A short report template (requesting information about publications associated with attendance at the conference) will be provided to awardees at the time of their grant confirmation which must be

completed and returned to the Chair, Research and Scholarship Committee within three months on return to ACAP. Further a report updating on associated submitted manuscripts should be submitted at six month following the funded conference. Recipients are required to attribute any publications authored or contributed to as a result of attendance at the funded conference to the Australian College of Applied Psychology.

Claims for Funding

Following approval, a purchase order for registration fees should be raised through Oracle and the invoice submitted within three months of approval notification. Approved accommodation and travel should be booked via [FCM HUB](#). Funds are unable to be transferred to expense type should they not be expended on the approved resources.

Appendix 4

RESEARCH ACTIVE STAFF PUBLICATION SUPPORT GUIDELINES

The College allocates funds each year to provide financial assistance to research active staff seeking assistance with the costs of publication. Applicants may apply for and receive a maximum of \$2000 per annum.

Application process

Applications may be submitted at any time, however there will be three selection rounds each year (April, July and October) with a closing date on the 1st of the month. A completed and signed application should be submitted to the Chair, ACAP Research and Scholarship Committee by email to acap.research@acap.edu.au, including any supporting documents:

- Confirmation of accepted publication
- Quotes for publication costs
- Copy of current Professional Development Plan

Awards

Awards will be made to research active staff on a minimum 0.5FTE appointment of continuing contract, have a completed workload agreement for the commencing year and have included measurable objectives related to research in their performance plan.

Assessment of Applications

Applications will be assessed on their merits and take into account:

1. Standing of the publication: A case for this should be made in the application and supported by the relevant Chair of Discipline;
2. Research performance of applicant: Applicants should be identified as research active and the publication should be integral to the further development of their work or part of a demonstrable plan to produce research outputs;
3. Contribution to the research priorities of the College: Preference will be given to applications that demonstrate that they will contribute to the current research priorities of the College.

Recipients are required to attribute any publications authored or contributed to as a result of attendance at the funded conference to the Australian College of Applied Psychology.

Claims for Funding

Following approval, a purchase order for publication costs should be raised through Oracle and the invoice submitted within three months of approval notification. Funds are unable to be transferred to another publication or expense type should they not be expended on the approved publication.

Appendix 5

STUDENT RESEARCH DISSEMINATION GRANT FUNDING GUIDELINES

The College allocates funds each year to provide financial assistance to students to disseminate the findings of research undertaken as part of a research project which represents at least 25% of the credit points of an Honours or Masters level qualification undertaken at ACAP. Applicants may apply for and receive a maximum of \$500 per qualification.

Application process

Applications may be submitted at any time, however there will be three selection rounds each year (April, July and October) with a closing date on the 1st of the month. A completed and signed application should be submitted to the Chair, ACAP Research and Scholarship Committee by email to acap.research@acap.edu.au, including any supporting documents:

- Confirmation of accepted publication or conference submission
- Quotes for publication or conference attendance costs to be claimed to the value of \$500

Awards

A maximum of one award each will be made to students to support the dissemination of the findings of research undertaken as part of a research project which represents at least 25% of the credit points of an Honours or Masters level qualification undertaken at ACAP. The application must be made within a maximum of 12 months of the completion of the qualification.

Assessment of Applications

Applications will be assessed on their merits and take into account:

1. Standing of the conference: A case for this should be made in the application and supported by the relevant Chair of Discipline;
2. Reason for attendance: Preference will be given to applicants who provide evidence that their abstract has been accepted at the date of application.

Conference Report and Subsequent Publications

A short report template (requesting information about publications associated with attendance at the conference) will be provided to awardees at the time of their grant confirmation which must be completed and returned within three months on return to the Chair, Research and Scholarship Committee. Recipients are required to attribute any publications authored or contributed to as a result of attendance at the funded conference to the Australian College of Applied Psychology.

Claims for Conference Funding

Claims for approved funds are to be made within three months of the approved conference date. Funds are unable to be transferred to another conference or expense type should they not be expended on the approved conference.