NPI Research and Scholarship Committee

NPI Small Research Grants Scheme (SRG)

Guidelines for Applicants

Overview

The NPI Small Research Grants (SRG) scheme is available to permanent NPI staff. The grants aim to enhance and develop a culture of research within NPI by providing:

- seed funding for projects for recently appointed staff;
- start-up funding for staff who have previously not been active in research\(^1\); or who are at an early stage in their research career\(^2\);
- funding for small projects that are expected to form the basis of application(s) for external funding support;
- funding for research that will result in the submission of a manuscript or manuscripts for publication;
- funding to support cross-School\(^3\) collaborative research and research involving collaborations with community partners.

Priority will be given to grants for projects that:

- are characterized by professional and community engagement that informs social and community outcomes;
- involve internal and external collaborations.

Decisions about the award of grants is based on merit. For criteria, see ‘Review of Applications’ below. The maximum amount that can be requested for any research project will normally not exceed $10,000, although it is expected that many projects will require less funding support. Funding may be used for a range of purposes including, but not restricted to, purchase of software and equipment, research assistance, consumables, and participant incentives / reimbursement.

Funding of any project requiring human research participation is contingent on the applicant(s) obtaining ethics approval from the ACAP Human Research Ethics Committee (HREC) or another NHMRC registered HREC where appropriate.

It is a condition of the award of an NPI SRG that:

- recipients complete an NPI SRG Progress Report Form concerning the grant annually;
- any substantial changes to (a) the way in which the budget is expended; (b) the methodology of the grant are approved by the Chair of the NPI Research and Scholarship Committee.

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\(^{1}\) Applicants should make clear the reason for not having previously been active in research

\(^{2}\) Staff in these categories are expected to nominate a mentor who has agreed to review the application and provide feedback prior to submission

\(^{3}\) Schools are defined as NCPS, HSA, ATTC and designated schools within ACAP
Committee, who may seek advice from other members of that Committee. Changes to methodology must also be approved by the relevant HREC.

The NPI SRG scheme is not available to support projects being conducted as part of a staff members enrolment in a degree at ACAP or at another institution. This research is expected to be funded from other sources.

The Application Process

- Applications for the NPI SRG Scheme are requested annually by closing date of 31 May with outcomes conveyed to applicants by 30 June and funding available from 1 July. Staff wishing to apply must apply using the NPI Small Research Grant Application Form (attached).
- NPI SRGs are awarded for a maximum period of two years with grant rounds open each year.
- Staff are not able to hold more than one NPI SRG concurrently, either as individual or as joint applicants. This means that staff holding an NPI SRG are not eligible to apply for an additional grant until the first grant has been completed successfully.
- Applications should be no longer than 2500 words excluding, budget, references and appendices.
- The application must have the signed approval of the relevant Head of School or Section.

Review of Applications

1. The process of application review is overseen by the SRG Sub-committee of the NPI Research and Scholarship Committee.
2. The SRG Sub-committee is chaired by a member of the NPI Research and Scholarship Committee. Members of the SRG sub-committee may be co-opted from outside the membership of the NPI Research and Scholarship Committee. The SRG Sub-committee comprises at least three members with demonstrated research experience selected to ensure that the sub-committee includes both males and females and that members are from more than one School.

Applications are reviewed by at least two independent reviewers at the request of the Chair of the SRG Sub-committee. Reviewers are selected to ensure that members of the Small Research Grants Sub-committee of the NPI Research and Scholarship Committee do not act as reviewers, Heads of School do not review applications from staff members of their School, at least one reviewer is from a School other than that of the first Chief Investigator, applicants in any given grant round do not serve as reviewers.

Each reviewer evaluates the grant application on three criteria:

i. 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);
ii. Demonstrated need for funding in order to conduct the research (Funding Need);
iii. Identification of research outputs that are consistent with the aims of the scheme (Project Coherence)

3. The SRG sub-committee considers reviewers reports on each grant application and makes recommendations about the award of grants.