

# MGSE Research Development Awards 2019 Guidelines

## 1. Background

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### 1.1 Overview

The Melbourne Graduate School of Education *Research Development Awards grants* scheme supports submission of proposals from Early and Mid-Career Academics to Level D and is specifically aimed to strengthen researcher capability in two areas depending on academic seniority.

Within this scheme support can be provided to

1. build a stronger publication track record (Level A6-C), or
2. develop a bid for a grant application in the next major round (Levels C-D).

### **What are the aims of MGSE *Chancellery funded Research Development Awards*?**

Two options are available within this scheme, with different purposes and outcomes:

1. Option 1 assists to build a stronger track record through the publication of articles in top-tier journals, with the aim to improve competitiveness for external grants, and career advancement. Applications for funding must identify specific paper titles and intended journals for proposed publications, with the expectation of a minimum of two papers to be submitted and under review by late-2019.
2. Option 2 is to support researchers whose PDR identifies strong research performance (exceeding expectations) and who have a competitive profile for grants in the next major round. You can identify a grant shepherd or alternatively MERI can assign a grant shepherd to work closely with your team. Firm commitments to proceed to submission in 2019/20 would be required. The focus in Option 2 is to develop a bid for a grant in the next major round, specifically, for an ARC Future Fellowship or Discovery Early Career Researcher Award (DECRA), with a commitment to proceed to submission in 2020.

## **1.2 Eligibility**

Applications can be submitted by individual academics, who are employed within MGSE at 0.5FTE Level A6 up to Level C (option 1), or Level C or D (option 2), on a contract or continuing basis, at least until 1 April 2020. Researchers should provide evidence of having consulted and obtained approval of their supervisor. Only one application per year across both options will be accepted from each researcher.

Researchers aiming at option 2 (Developing a grant bid) must be eligible for the nominated funding scheme. For example, for Australian Research Council (ARC) schemes, there are specific requirements for these roles, particularly in relation to employment. Please refer to the relevant funding rules for more detail. The content and structure proposals for option 2 should align with the nominated funding scheme and take note of any exclusion within the funding rules, including preparation of teaching materials, compilations of existing work, program development and other university business that may be outside the Australian government definition of research activity.

Full-time research staff whose salaries in 2019/20 will be wholly paid from an Australian Research Council grant or another external source are eligible to apply, but must attach to their application a separate statement on how their time commitment to this project can be made within their current workload and their conditions of employment (including any restrictions specified by an external funding body).

## **1.3 Funding**

Funding up to \$8,000 is available for individual applications. The funding is to support writing activity, not travel, conference attendance or the collection of new data. It can be used for purposes of marking or teaching buyout, or RA support.

A justification is required to explain the proposed use of the funds. The proposal should also identify the products or deliverable to be developed, with proposed papers accompanied by an abstract and proposed grant applications accompanied by a project overview. Funds per researcher are available from April 2019 – April 2020. These funds are to be used to build tangible products in terms of 1) submitted papers to top-tier journals, or 2) fully developed proposals for a major grant round.

Application for any carry-over of funds must be made in writing to the Associate Dean (Research) and is not guaranteed.

## **1.4 Assessment**

Assessment of all applications is undertaken by an experienced panel from within the Melbourne Graduate School of Education.

Assessors will be asked to consider applications against the following criteria:

- Plain language summary of the proposed publications / grant bid, and the significance of the research to the discipline (200 words)
- Status of research to be translated into publication (i.e., data is collected, paper is drafted) OR status of pilot study or research plan for grant applications
- Quality and status of intended journals and grant rounds
- Appropriate and realistic planning (timeline and budget)
- Track record of the researcher, relative to opportunities

All applicants will be informed of the outcome of the assessment of their application and provided with face-to face or written feedback.

## **1.5 Collaboration**

Collaborations with other staff of the MGSE may be part of the proposal. Where this will represent the expertise to be drawn on, and improve the competitiveness and feasibility of the application, collaboration is strongly encouraged in both grant applications and paper writing. Specifically,

- 1) the collaboration of one or more co-authors can strengthen the application. If a researcher prefers to write a single authored paper, the support of a mentor (i.e., an experienced academic writer) is required;
- 2) to develop a grant bid, a 'grant shepherd' (e.g., a colleague with a strong ARC record) is needed to mentor or coach the researcher.

Researchers are encouraged to identify and approach potential collaborators. MERI and Lead Supervisors are available to assist in this process. Involvement of the supervisor ensures that the application will assist in strengthening their career trajectory, can be realistically derived from their existing research activity, and is aligned with the PDR process. A mentor can be assigned to support those working on competitive grant applications upon request.

## **1.6 Institution transfers**

These grants cannot be transferred to another institution



## 2. How to Apply

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### 2.1 Application form

Applicants for the *Research Development Awards* scheme must complete a short application form via Smartygrants outlining the option (1 or 2) and addressing the assessment criteria (see 1.4). The form will include:

- Year of PhD Completion
- Name of MGSE supervisor
- Names of any collaborators on staff at MGSE
- Option 1: two abstracts, proposed journals and proposed workplan and timeline
- Option 2: Draft project abstract, proposed grant scheme and submission round, proposed workplan and timeline
- Proposed use of the \$8,000 (e.g., marking or teaching buyout, or RA support)
- List of publications (this may be added as an appendix; additional to the 2 pages)

### 2.2 Submission

Applications must be submitted electronically (word format) to Melbourne Education Research Institute (MERI), Research Grants – [mgse-grants@unimelb.edu.au](mailto:mgse-grants@unimelb.edu.au) by **COB, Monday, 01 April 2019**

## 3. Budget

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### 3.1 Overview

In the application form for *Research Development Awards*, the budget to a maximum of \$8,000 should be briefly justified specifying proposed areas for teaching or marking relief.

### 3.2 Personnel

Salaries of the researcher or their collaborator(s)/mentor(s) are not funded through this scheme.

Travel, conference and data collection costs will not be covered.

Salaries for marking or teaching buyout or RA support must be based on current University of Melbourne rates.

The University salary sessional staff on-costs must be included; however, infrastructure overheads (or indirect costs) should not be included. Costs of (external) writing consultants to coach and mentor need to be justified.

### 3.3 Teaching or marking relief

Requests for relief for teaching and/or marking will be considered as a key mode through which to achieve the outcomes of the project. Costs should be based upon the specific tasks for which relief is required (e.g., lecturing, marking, and student consultation) and the time involved. Detail of the proposed area/s for buyout should be included.

*\$8,000 would cover buyout of a regular 24 hours subject.*

Final decisions about approved area for teaching relief or buyout for successful applicants will be made in consultation with and in full participation with AD-Staffing.

## 4. Outcomes and reporting

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### 4.1 Outputs

Outputs for option 1 should include two journal articles ready for, or in submission, by late 2019.

Outputs for option 2 should include a grant application ready for, or in submission, for the 2019/2020 round of the appropriate grant scheme.

### 4.2 Reporting requirements

A report of no more than 500 words must be provided to MERI, outlining the work undertaken during the funding period with a breakdown of project outcomes (papers and/or grant application) and funding expenditure.

This should be provided within at the end of the funding period, **with an update on paper acceptances and/or grant application result/s** no longer than 1 year from award of funds. MERI will provide a template for this report.

### 4.3 Expenditure of funds

All funds must be spent by the time the papers or the bid are submitted to the relevant journals, or research funding scheme. However, if the researcher is not able to achieve the outcomes within the funding period, a request for the carry-over of funds to the next 6 months can be made in writing to the Associate Dean (Research) and is at the discretion of the Assessment Panel.

If funds are unspent and/or it is not feasible to achieve the proposed outcomes, staff can elect to return the funds to MERI and reapply for funding in a later round.

## 5. Timeline

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Scheme Opens	01 March 2019
Applications Due	01 April 2019
Panel Ranking Meeting/Outcomes	Mid/Late April 2019