**SOCIETY AND CULTURE RESEARCH THEME – Small Grants Scheme 2021**

**Theme Leader: Professor Paul Arthur**

**KEY DATES**

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| --- | --- |
| Scheme Opens | 30th August 2021 |
| Application Close | 15th September 2021 |
| Outcomes announced | 21st September 2021 |
| Funding to be expended by  | 31st December 2021 |
| Report to be submitted by | 31st March 2022 |

Please use the application form provided, and submit proposals to Emma Burke, Research Strategy Officer (e.burke@ecu.edu.au) by 15th September 2021. Late applications will not be accepted.

**SCHEME DESCRIPTION AND ELIGIBILITY**

The objective of the Society and Culture Small Grants Scheme is to foster and develop existing and new collaborative research across Schools at ECU within the framework of the Society and Culture Research Theme. The scheme will support interdisciplinary teams (2 or more researchers) that have the potential to build research capacity and achieve measurable outcomes.

Proposals must be aligned with one or more of the ECU [Society and Culture Research Theme](https://www.ecu.edu.au/research/research-themes-and-priority-areas/society-and-culture) Priority Areas.

Applications can be for any amount up to $5000. The funding awarded to each project is at the discretion of the selection panel.

The Applicant/Lead Researcher should have a minimum 0.5 FTE appointment at ECU. They will take intellectual, administrative, and ethical responsibility for the research, from its conception to finalisation, and will report outcomes (by 31st March 2022). The Applicant must name collaborating researchers, including at least one from another School. The scheme supports researchers at all levels including Early and Mid-Career.

Successful applicants may use the grant in a range of ways as outlined below.

**SELECTION CRITERIA**

A selection panel, chaired by the Society and Culture Theme Leader, will use the following criteria to assess the applications:

* Relevance to Society and Culture Theme
* Quality of proposal
* Track record relative to opportunity
* Value of Collaboration
* Potential to build research capacity and produce measurable outcomes

**BUDGET GUIDELINES**

BUDGET ITEMS SUPPORTED

In the budget table of the application form, include only items that are essential for the completion of the project. Do not include any items being supplied from other sources (including in-kind contributions). Justification of each item is to be provided in the budget justification section of the form.

**Personnel**

Requests for personnel (excluding Applicant/Lead Researcher’s salary) should include:

* Official designation and level of the position (e.g. Research Assistant HEW 5.1)
* Full-Time Equivalent (FTE) fraction (e.g. 2 days per week is 0.40 FTE)
* Total number of hours, and the hourly rate for casual staff
* Salary on-costs

**Equipment and Consumables**

* Consumables (provide major headings only as a further breakdown of items and cost per item can be included in the justification section)
* Equipment items costing less than $1000 (e.g. computer software and hardware)
* Printed material where essential to the project (e.g. questionnaires or surveys)

**Travel**

* Local travel costs to support pilot field work, such as taxis.
* All travel must be consistent with the[Edith Cowan University Travel Policy](http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000060)*.*
* Estimate of accommodation and per diems should be based on the [Australian Tax Office reasonable travel allowances](http://law.ato.gov.au/atolaw/view.htm?docid=%22TXD%2FTD201719%2FNAT%2FATO%2F00001%22).

**Other**

Any other budget items which do not appropriately fit under the other headings should be included here (e.g. workshop services, purchasing data, mailing surveys, etc.). This section can also include expert services of a third party if the services are deemed to be directly related to and necessary for the proposed project (e.g. transcription services, web designer, specialist technicians, expert data analysis).

BUDGET ITEMS NOT SUPPORTED

* Salaries of Applicant/Lead Researcher
* Postgraduate research projects
* Teaching support/buyout
* Conference attendance
* Dissemination/publication costs
* Basic facilities, resources and infrastructure (e.g. laboratory and office accommodation, IT, photocopying and printing, etc.) except where there is a clearly demonstrated, project-specific requirement (e.g. specialised IT requirements, printing and mailing of questionnaires, etc.)

A School Finance Coordinator can assist with costing items for your budget. The budget should be checked by the relevant School Finance Coordinator before your application is submitted.

**Please note:**

* **All awarded funds must be expended before 31st December 2021.**
* **Project funds will not be transferred until all ethics approvals are in place.**

**PROJECT FUNDS**

A project may not begin, nor may the funds be expended, until the CI has all required **ethics approvals** and other clearances have been obtained.

Please note successful applicants will be required to complete an [ECU Data Management Plan (DMP)](https://intranet.ecu.edu.au/research/for-research-staff/research-integrity/data-management) as per ECU’s [Research Data Management Policy](http://policysearch.ecu.edu.au/WebDrawer.PolicySearch/Record?q=recAnyWord%3Adata*%2BAnd%2Bmanagement*%2BAnd%2Bplan*%2BOr%2BPolType%253A%22data+management+plan%22&sortBy=).

The funds will be available by 25th September 2021, and all funding must be expended by 31st December 2021. Any funds not expended by 31st December 2021 will be recovered by the University.

Expenditure on the project must be in accordance with the Budget Guidelines in this document and the aims of the research project.

Any over-expenditure on the project will be the responsibility of the Applicant/Lead Researcher and their School.