

2018 GRANTS ROUND APPLICATION GUIDELINES for the *RESEARCH AWARD*

AIM OF THE *RESEARCH AWARD*

In 2018, the Endeavour Foundation Endowment Challenge Fund will make **one award** of \$55,000 to fund research to advance the *health, wellbeing and life experiences* of people with a disability, in particular people with an intellectual disability.

This award targets applicants with appropriate research qualifications, who are employed by an Australian host institution, at which they will conduct the proposed research project. The host institution can be a university, a university-affiliated research centre or institute, or an appropriate independent research centre or institute.

HOW DO I APPLY FOR THE *RESEARCH AWARD*?

Please visit the Endeavour Foundation Endowment Challenge Fund **Apply** webpage to download the Research Award application form: <https://www.endowmentchallengefund.com.au/apply>.

Completed application forms along with any supporting documentation must be submitted using the **online submission form** (also located on the **Apply** webpage).

- The complete application (including any supporting documentation) must be uploaded as one file (preferably as a PDF file, however Word files are also acceptable). File size cannot exceed 5MB.

Applications **must** be uploaded via the online submission form by **5pm (AEST) on Friday 20 April, 2018**. No applications will be accepted after this time.

KEY DATES FOR 2018 GRANTS ROUND:

- Round **opens** on *Monday 12 March, 2018*.
- Round **closes** at *5pm (AEST) on Friday 20 April, 2018*.
- All applicants will be **notified** of the outcome of their application **via email** no later than *Monday 28 May, 2018*.
- Funding for approved grants will **commence** on *Monday 18 June, 2018*.

WHAT CRITERIA ARE USED TO ASSESS APPLICATIONS?

The Endeavour Foundation Endowment Challenge Fund will give preference to:

- Research projects that address issues where there is currently **little or no research** to inform service delivery.
- Research projects that address issues that have a **significant impact** on the health and wellbeing of people with a disability, particularly people with an intellectual disability.
- Research projects that will **enhance the ability** of people with a disability (particularly people with an intellectual disability) to engage with the community and to lead a fulfilling life, with real possibilities.
- Applicants who engage with **pressing issues** for the Australian disability sector.

The Endeavour Foundation Endowment Challenge Fund is interested in the **translation** of research findings into implications for policy and practice, in a form that is useful and accessible to people with a disability, practitioners, service providers and policy makers. Preference will be given to applicants who formulate an appropriate **dissemination strategy** in their grant application form.

Research projects will be assessed against the following **three criteria**:

- *Research impact* (impact of research question and potential outcomes for people with a disability).
- *Research quality* (excellence in project conception, methodology and leadership).
- *Productivity* (justification of resources, likelihood of successful delivery, and appropriate dissemination strategy).

WHAT EXPENSES CAN BE COVERED AND WHAT IS EXCLUDED?

Applicants may use Research Award funding to cover research expenses directly related to **data collection, transcription and analysis**. The following costs are not covered by the Research Award:

- The costs associated with conference attendance for dissemination purposes.
- University overheads or infrastructure costs.
- Applicants' salary costs, although it is acceptable to use funding to engage a research assistant or to buy out teaching time to conduct the research.
 - In cases where the applicant is a *Research Fellow* on a fixed-term contract, it may be legitimate for them to claim salary costs. In this case, please contact us to seek advice using the online enquiry form: <https://www.endowmentchallengefund.com.au/contact>

An example Research Award budget is attached to inform the level of detail required in your own budget description. The actual costs and items requested will vary according to your own project.

GOODS AND SERVICES (GST) TAX – INCLUDE OR EXCLUDE?

Including or excluding GST in your budget description will depend on whether your university, university affiliate or research institute is **registered** for GST. The following information is provided to guide your decision regarding whether to include or exclude GST from your budget description:

- **Registered for GST**
If your university, university affiliate or research institute is **registered** for GST, and can provide the Endeavour Foundation Endowment Challenge Fund with a GST invoice for the grant amount plus 10% for GST, then the grant amount applied for in your budget description **can exclude GST**. In that, the applicant can apply for up to \$55,000 (excluding GST) for the Research Award.
- **Not Registered for GST**
If your university, university affiliate or research institute is **not registered** for GST, then your grant application budget **should include GST**. In that, the applicant can apply for up to \$55,000 (including GST) for the Research Award.

WHAT DO I NEED TO DO IF I AM AWARDED THE RESEARCH AWARD?

Recipients of the Research Award will receive an **Acceptance Letter** containing a **Grant Agreement Form**, which will need to be signed and returned to the Endeavour Foundation Endowment Challenge Fund.

You must nominate a **responsible research/grants office** at your university, university affiliate or research institute to administer the grant funding on your behalf. Your nominated office will receive a copy of the

Acceptance Letter for their reference, and will be required to send an invoice to the Endeavour Foundation Endowment Challenge Fund to request release of approved funds.

Part of your responsibility in accepting the Research Award includes **reporting** on your progress. You will be required to submit an annual **Progress Report** during the course of the research project, outlining research activities, key achievements, and upcoming plans for the next 12 months (if the project is ongoing). You will also be asked to supply financial documentation tracking expenditure for the project. A **Final Report** will also be requested within six months of project conclusion. This final report will ask you to reflect on the overall achievements and impact of the research.

The Endeavour Foundation Endowment Challenge Fund may ask for a **brief update** from time to time after your grant term has been completed. The purpose of this request will be to collect information about the long-term outcomes of your project.

WHAT CAN I DO IF MY APPLICATION IS NOT SUCCESSFUL?

All decisions of the Endeavour Foundation Endowment Challenge Fund Board are considered **final**. The Endeavour Foundation Endowment Challenge Fund receives many more requests than it is able to fund at any given time. Unsuccessful applicants are encouraged to contact us for **feedback** about their application.

WHO CAN I CONTACT FOR MORE INFORMATION?

If you have any further questions that have not been clarified in these guidelines, please contact us for more information using the online enquiry form: <https://www.endowmentchallengefund.com.au/contact>

EXAMPLE BUDGET FOR THE RESEARCH AWARD

Please note that this is an example budget only, designed to provide guidelines regarding the level of detail required in your own budget description. Costs and/or items requested will vary according to your own project.

SECTION C: FUNDING AND EXPENDITURE

C1: Outline the research project's budget (i.e., funding and expenditure) in the tables below.

- Please list all amounts in Australian dollars
- Make sure that the budget balances, i.e., total funding is equal to total expenditure.
- Please add further lines as required.

FUNDING			
Amount requested in this application <i>(must be less than \$55,000)</i>			\$ 54,784.50
Have you received funding from other organisations or bodies for this project?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, list each organisation/body and the amount of funding provided below			
			\$
			\$
TOTAL FUNDING			\$ 54,784.50

EXPENDITURE <i>(Breakdown of individual line items such as salaries, equipment, administration, travel and transport costs, etc.)</i>	
Buy out of teaching/marking time for Chief Investigator to casual staff <i>(7.5 hours/week x 20 weeks) x \$53.71 per hour</i>	\$ 8,056.50
Buy out of teaching/marking time for Co-Investigator to casual staff <i>(7.5 hours/week x 20 weeks) x \$47.34 per hour</i>	\$ 7,101.00
Employment of Research Assistant <i>0.7 FTE for 12 months at Level 5</i>	\$ 29,500.00
Transcription Services <i>\$68.80 per hour x 40 1 hour interviews (see quote attached)</i>	\$ 2,752.00
Equipment <i>Digital audio recorder for interviews x 2 (see quote attached)</i>	\$ 425.00
Travel (to conduct interviews and participant feedback sessions) <i>Car hire and petrol (\$800), accommodation (\$200 per night x 6 nights), return airfares to locations (\$400 x 4 locations)</i>	\$ 3,400.00
Catering (for the interviews and participant feedback sessions) <i>Sandwiches, tea, coffee, water, juice</i>	\$ 750.00
Production of resource/report <i>Printing and postage</i>	\$ 2000.00
Token of thanks for research participants <i>40 x \$20 gift cards</i>	\$ 800.00
TOTAL EXPENDITURE	\$ 54,784.50

C2: Does this budget include or exclude goods and services tax (GST)? Refer to the Application Guidelines for guidance in relation to including or excluding GST in your budget calculations.

INCLUDE

EXCLUDE