

Guidelines for AARE Special Interest Group (SIG) Grant Application

March 2019

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Overview

AARE recognizes the importance of Special Interest Groups to the work of building research capacity and strengthening collegial networks within our research community. To offer further support for the activities of SIGs, AARE provides an annual funding scheme. Applications for this funding may be made for major grants of up to \$5000 (up to ten available per annum) and/or Minor grants of up to \$1,500 (up to ten available per annum). The grants may be used for purposes such as:

- hosting an international speaker to present in the SIG strand at the annual AARE conference;
- holding workshops, seminars or master classes for members of the relevant SIG;
- hosting a scholarly event such as a small conference or symposium;
- Hosting a special event at the annual Conference to celebrate achievements, promote debate in the SIG field; or launch SIG activities (small grant only)
- providing an award or scholarship (small grant only)

All SIGs registered as SIGs by AARE at the end of June are entitled to apply for grants. Activities supported by funding should be open to all members of the relevant SIG. SIG Convenors should consult with the members of the SIG for feedback prior to making this application. All applications for grants will be assessed on merit against set criteria.

These guidelines are current as of March 2019. However, the guidelines may be updated from time to time, and SIGs are advised to check the AARE website before developing and submitting applications to ensure that the most current version is being used.

Selection Criteria

All applications will be considered against eligibility criteria and compliance with the guidelines contained in this document. Grant funds must be used for the purposes of capacity building among SIG members. Events or activities funded by competitive grants must be academic in nature, should ideally be held on an academic site (eg, university or conference venue) and might be held in conjunction with the annual conference. Selection criteria for grants are:

- Scholarly contribution of proposed activities;
- Contribution of proposed activities to research capacity building;
- Contribution to AARE members and/or scholarly community through the proposed outcomes;
- Promotion of AARE through the proposed activities;
- Feasibility and appropriateness of proposed expenditure of funds.

AARE may exclude proposals at any time during the selection process. Grounds for exclusion include, but are not limited to: not meeting the eligibility criteria set out in these Guidelines; or providing incomplete, inaccurate or misleading information.

All SIGs who have submitted applications will be notified of the outcomes of their proposal by 30 July. Outcomes, grant allocations and other relevant information about the successful application will also be published on the AARE website.

Funding

Level and period of funding

Up to ten Major grants of \$5000 are being made available this year with a further ten Minor grants of \$1,500. Grants will have a single round of funding per annum, with all applications due by 31 May. For the purposes of funding the 'year' runs from 1 July to 30 June. An application for the expenditure of the SIG grant must be made prior to finalising any commitments to ensure that funds are available for the planned activities. The AARE Executive reserves the right to recommend funding amounts for an activity that may differ from those requested in the proposal.

SIG collaboration: SIGs can combine to apply for a grant of up to \$10,000, but each SIG can apply for only one Major grant per year or one Minor grant per year (whether as the sole or a joint applicant).

Budget items supported

All budget items must be justified in the application to the satisfaction of the AARE Executive. AARE welcomes innovative approaches to building research capacity, and does not aim to be overly prescriptive about budget items that can be supported. However, grants must be used for activities that promote the aims of AARE and SIGs. These include activities that:

- Address the research needs of education researchers at all career stages;
- Advance high quality educational research in Australia and internationally;
- Promote understandings of educational issues;
- Inform education policy;
- Provide a research forum for education researchers to debate current problems and issues.

Budget items typically supported include:

- Costs associated with hosting symposia, workshops or other events of an academic nature for SIG members (venue hire, catering, recording costs);
- Travel and accommodation for guest speakers at conference related events;
- Conference registration for guest speakers at conference related events;
- Website creation;
- Webinars;
- Award scholarships ;
- Printing of workshop materials

Note:

- Any claims for airfares included in the application must be costed at economy rates. Any additional associated travel/accommodation costs need to be clearly detailed and itemised.
- Each budget item will be funded only once. No duplication of funding is permitted for items already supported by funding from external sponsors.
- Where a registration fee exists for participants at a funded event, AARE members must receive a discounted registration rate.
- Funding may be requested to support the cost of conference registration for guest speakers at conference-related events only. This needs to be included as a budget item in the

application, or SIG Convenors need to ensure that funding from elsewhere has been obtained to cover the cost of registration. AARE is not able to waive the cost of conference registration for guest speakers.

- If a sponsored or co-sponsored activity is expected to generate income (for example through registration) then this should be indicated on the proposed budget along with an indication of what the proposed items will pay for. AARE expects to be consulted on the allocation of any unexpected income/profit in excess of that included on the proposed budget.
- Income and profit are separate items from underspend. Any underspend on any aspect of the approved funding remains with AARE.
- Only those items included on the proposed budget can be funded. Should there be a need to make changes after award of the grant, approval is at the discretion of the AARE Executive. Awardees are advised to request any changes to the awarded budget prior to changes being made to plans to ensure that costs are able to be covered.

Considerations about profit making activities

AARE does not normally subsidise profit-making or fund-raising activities in which excess funds are accrued to universities, other organisations, used to cover costs of activities outside of the funded activity. AARE requires that all income/profits are used to provide a direct benefit to AARE and its members. It is encouraged that income derived from funded activities are returned to the activity in some way. For example, used to augment catering costs, create an artefact from the activity that will benefit all members of the SIG, or to film an aspect of the event or presentation for placing on AARE website. Should an event generate significant income that exceeds the expenditure for the event, this is considered profit, and any profit from such events must be returned to AARE for use in providing Conference Bursaries. If the SIG wishes to return the profit to the SIG members it must be done in an equitable way. For example, used to provide SIG member scholarships to the AARE conference. (The provision of such scholarships must be based on selection criteria and open for all SIG members to apply). SIG Convenors must notify AARE Executive of any plans for the use of profits through the SIG Co-ordinator. No decisions can be made about the dispersion of profits until all accounts are finalised.

Budget items not supported

The use of AARE Grants does not support:

- Conference dinners;
- Competitions;
- Payment of honoraria;
- Duplication of funding from co-sponsors;
- The purchase of alcohol;
- Payment of preparation fees of guest speakers/presenters that would normally be part of their presentation, or workshops;
- Prizes/Awards with monetary value.

Co-sponsorship

SIGs may seek co-sponsorship from outside organisations in order to provide additional support for the work in their field. SIG events that are co-sponsored need to ensure that consultation occurs between the SIG Convenor and the SIG Coordinator prior to arrangement being made.

If co-sponsorship has been gained for a SIG event, details need to be provided to the SIG Coordinator detailing:

- The name of the sponsor;
- The level of funding received;
- Purpose of funding;
- Level and type of involvement of the sponsor;
- Assurance that no duplication of funding will occur;
- Advice regarding how AARE will be appropriately acknowledged and publicised at the event;
- Confirmation of discount available to AARE members in the case of ticketed events, or events for which registration fees are charged for attendance.

Eligibility

To apply for an AARE grant the SIG Convenor and Co-Convenor must be current financial members of AARE. A SIG's eligibility for funding in the next round will be restricted if reporting requirements for previous AARE grants have not been met.

Submission of Proposal

Proposal

Proposals submitted for grants must be made by the SIG Convenor and/or Co-Convenor and have been developed in consultation with the SIG group members. The application must also provide details of all information necessary for its assessment without the need for further explanation. However, the AARE Executive reserves the right to request further information.

[Please use the form on the AARE website to submit proposal](#)

Applications for competitive grants should specify the amount of funding support requested, and should include an itemised list of the expenses to be covered by the grant. If other funding, such as co-sponsorship or fees to be paid by participants, will be sought for the activity then these need to be specified on the application form.

Additions, deletions and modifications will not be accepted after submission, unless invited by AARE.

Closing date for proposal

Applications must be received by the AARE SIG Coordinator for approval by 31 May.

Selection and Approval Process

Assessment and selection process for proposals

The SIG Coordinator will convene a sub-committee of the AARE Executive to undertake assessment of funding applications. Ordinarily the sub-committee will include representatives from the Executive Management Committee, as well as the ECR and/or Postgraduate representatives on the AARE Executive and a representative who is an Aboriginal and Torres Strait Islander person. Applications will be assessed on merit and adherence to the criteria outlined within this document.

Decisions made by the AARE Executive in regards to grant applications are final, and are therefore not open for negotiation. AARE reserves the right to provide full or partial funding, and where circumstances warrant, to withhold all or part of a funding allocation.

Offer of funding

SIG Convenors will be contacted by the SIG Coordinator via email regarding the outcome of their application by July 30th. AARE will publicise details of successful applications, including the SIG name, activity name and details on the AARE website, and in the AARE Newsletter.

Payment of Funds

For accountability reasons AARE cannot provide funds to individuals on behalf of SIGs. Funding will be provided in the form of reimbursement for expenses incurred, and will require submission of receipts for expenses claimed. Receipts need to be provided for all expenses for which reimbursement is claimed.

Funds awarded are to be expended by June 30, the following year and may not be carried forward. All claims for reimbursement must be received before 15 June so that AARE can pay the reimbursement before June 30 in the relevant financial year. [To request reimbursement please use the form on the AARE website.](#)

Reporting Requirements

A final report is required for all successful applications for competitive funding ([Template provided on the AARE website](#)). Reports should be submitted to the AARE SIG Coordinator by 30 June the following year. Applications for further grants will not be accepted if reports for previous grants have not been provided.