Guidelines for AARE Special Interest Group (SIG)  
Competitive Grant Application

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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 a competitive funding scheme. Applications for this funding may be made for grants of $3000 (two available per annum) and $5000 (two 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, to hold workshops, seminars or master classes for members of the relevant SIG, or to host a scholarly event such as a small conference or symposium. All SIGs registered by the end of June are entitled to apply for annual and competitive grants. These grants are intended to build research capacity, and are not to be used for social events that would normally be permitted within the guidelines of SIG annual funds. SIG Convenors should consult with the members of the SIG for feedback prior to making this application. All applications for competitive grants will be assessed on merit. These guidelines are current as of 1 December 2013. However, 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 funding guidelines contained in this document. Competitive funding must be used for the purposes of capacity building amongst SIG members. Events or activities funded by competitive grants must be academic in nature, and should ideally be held on an academic site (eg, university or conference venue). Events or activities funded by competitive grants should be open to all members of the relevant SIG. Selection criteria for competitive funding are:

- Scholarly contribution of proposed activities
- Contribution of proposed activities to capacity building
- Contribution to AARE members and/or scholarly community through proposed outcomes
- Promotion of AARE through 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 Funding Guidelines; or providing incomplete, inaccurate or misleading information.

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

**Level and period of funding**
Competitive grants of $3000 (two available) and $5000 (two available) will be available in a single round of funding each year. Competitive grants will have a single round of funding per annum, with all applications due by 30 June. For the purposes of funding the ‘year’ runs from July 1 to June 30. Only one competitive grant will be awarded per SIG in this period. An application for the expenditure of the SIG competitive 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.

**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:

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

Budget items typically supported in past proposals 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
- Conference registration for guest speakers
- Website creation
- Student bursaries
- 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.

- SIGs may combine applications for competitive funding in collaboration with other SIGs. However, each budget item will be funded only once. No duplication of funding is permitted for items that are already supported by funding from external sponsors.

- Funding may be requested to support the cost of conference registration for guest speakers. 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 does not waive the cost of registration for guest speakers.

Should the SIG consider spending that falls outside the funding guidelines outlined within this document the SIG Convenor is advised to liaise with the SIG Coordinator prior to lodging the application, or making arrangements, to discuss suitability of the proposed activity.

**Budget items not supported**
The use of AARE Competitive Grants does not support:

- Competitions
- Payment of honoraria
- Duplicates of funding from co-sponsors
- The purchase of alcohol
- Payment of fees for the preparation costs of the work of guest speakers/presenters that would normally be part of their presentation, or work shops
- Social events that would normally be covered by SIG Annual Funding
- Prizes 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
- How AARE will be appropriately acknowledged and publicised at the event

**Eligibility**

To apply for an AARE competitive grant the SIG Convenor and Co-Convenor must be current financial members of AARE, and the SIG must hold current registration with AARE.

**Submission of Proposal**

**Proposal**

Proposals submitted for competitive grants must be made by the SIG Convenor and/or Co-Convenor and have been developed with consultation with the SIG group
members. The application must be presented as prepared for implementation and provide details of all information necessary for its assessment without the need for further explanation, unless requested by the AARE Executive.

Proposals need to include:

- Date/venue of proposed activity
- Name of the proposed activity
- Details of activity (symposium, workshop etc.)
- Details of speakers (if relevant)
- Likely audience/attendees/participants
- Number of AARE members who might potentially participate in the activity
- How the event will be publicised
- How AARE will be appropriately acknowledged and publicised at the event
- Potential outcomes

Applications for competitive grants need to provide the level of funding support requested and 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 outlined 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 30th June. The Competitive Grant application form is available from the AARE website: [http://www.aare.edu.au/pages/page112.asp](http://www.aare.edu.au/pages/page112.asp)

**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 Management Committee, as well as ECR and Postgraduate representatives on the AARE Executive. Applications will be assessed on merit and adherence to the criteria outlined within this document.

Decisions made by the AARE Executive in regards to Competitive funding 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 30th 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 30 June in the relevant financial year.

Reporting Requirements

A final report is required for all successful applications for competitive funding (Template provided on page 8 of this document). Reports should be submitted to the AARE SIG Coordinator by 30 June the following year.

The report should include:
- Detail regarding outcomes of the activity, including any outcomes that are publicly available for dissemination on the AARE website
- The benefit gained by SIG and AARE members
- The contribution to the SIG field
- Signatures of the SIG Convenor and Co-Convenor

If you have any further questions about applying for Competitive Grants please contact sigs@aare.edu.au
AARE Special Interest Group (SIG)
Competitive Grant Report

SIG Group ____________________________________________________________

Title of Activity____________________________________________________

Date/Location of Activity____________________________________________

Description of Activity______________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Outcomes of the Activity_____________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Benefit Gained by SIG and AARE Members_____________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Contribution to the SIG Field_________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

☐ Reimbursement was claimed from AARE by the 15th June.
☐ The activities were advertised on the AARE website
☐ The outcomes of the activity were made available on the AARE website

SIG Convenor Signature______________________________________________

SIG Co-Convenor Signature__________________________________________