RESEARCH SEED GRANT SCHEME
(For Early Career Researchers)
GUIDELINES

CLOSING DATE 1ST AUGUST 2008

Submit both ELECTRONIC and HARD versions of the APPLICATION FORM.

Submit an ELECTRONIC VERSION of your application via email to ja.white@uws.edu.au (signature pages can be faxed to 4736-0905 (ext: 2905)). In addition send the ORIGINAL HARDCOPY WITH SIGNATURES (single sided & unstapled, one copy only required):

Jason White
Research Services
Building K1
Penrith Campus
INTRODUCTION
The Research Seed Grant Scheme provides an internal source of research funding to be allocated on a competitive basis to UWS staff. The Research Seed Grant Scheme offers initial funding for the establishment of projects conducted by newer investigators, supporting individual investigators as well as small research teams.

The primary objective of the Scheme is to support, on a competitive basis, quality research projects of modest financial cost that are carried out by newer investigators who show clear evidence of high research capacity. Applications are invited from individuals or research teams at the University of Western Sydney for grants in support of pure and applied research projects.

In 2008, the maximum grant is $7,500.

Research Seed Grants allow a newer investigator the opportunity to discover, with reasonable speed and cost, whether a large-scale research project is feasible. Proposals of a speculative or novel kind are particularly welcome but should be accompanied by a research plan that can demonstrate theoretical or practical potential.

Generally, funds will not be made available for projects viewed as a normal part of course/curriculum development. Grants will not be awarded to holders of grants from other granting bodies for essentially the same project.

Important
Seed Grant applicants are required to have negotiated the involvement of a research advisor/mentor to assist them in successfully undertaking their research project - should it be funded. Such an advisor/mentor will normally be an experienced UWS researcher who agrees to take on the role in the spirit of collegiality and an expectation that Senior Staff undertake such support as part of their academic activities.

An advisor/mentor will not normally be engaged in the conduct of the research, nor in any publications arising from the research activity, though the success of the Seed Grant may lead to further application for funding through which the advisor/mentor may be conceptually involved as a named investigator.

Research advisor details should be listed at Item 2.

All intending Seed Grant applicants should discuss the matter of an appropriate research advisor/mentor with their College Associate Dean, Research, who must sign off on the application and the nominated advisor/mentor.

Applicants are strongly advised to discuss their application with the Office of Research Services. You may contact Dr Jane Hobson for preliminary advice and the Research Development Officers prior to submission of an application: Ms Jenny-Lee Heylen (Education, Law & Business) Ext 2972 j.heylen@uws.edu.au or Ms Sharon Holst (Health, Humanities, Arts) Ext 2281 s.holst@uws.edu.au, Ms Kezia Sullivan (Science, Technology & Environment) Ext 2889 k.sullivan@uws.edu.au.

ELIGIBILITY

- Applicants must be newer investigators. Typically, a newer investigator has recently completed a PhD, has not had any previous grants (including previous UWS Seed Grants), or has worked in organisations outside the tertiary sector.
- Researchers who have received a Research Seed Grant in earlier years are not eligible. Experienced researchers who have secured external funding should consider applying for the Research Grant Scheme later in 2008.
- Only one application per Chief Investigator will be considered.
- All non-casual academic staff employed at 0.5 or above are eligible to apply. Postdoctoral fellows must have the support of their supervisors.
- Any applicant who is employed on a contract and is applying as a Chief Investigator must be able to complete the research project (and submit a final report) prior to their contract ending.
- Grants will NOT be made available to fund applicant’s teaching relief, salary or any part of higher degree study.

DURATION OF GRANTS
Grants are awarded for 1 year. Successful applicants will be expected to expend the grant within 12 months of receiving it.

* Research Assistants employed at 0.5 or above are eligible to apply for Seed Grants, as long as their term of employment will operate during the grant period.
ASSESSMENT

The UWS Research Committee assesses applications through its disciplinary panels. All panel deliberations are fully minuted and form part of the official records of the University. Recommendations of the panels are approved for funding by the PVC (Research) and the DVC (A&E).

Applications will be assessed on their merit. There are no priority research areas under this scheme.

Applicants will benefit from presenting their proposal in a clear and concise manner, keeping in mind that the application is the only opportunity of communicating the intent and the value of the proposal to the Panel.

The following questions (a-d) will be considered by the Panel in determining the quality of the research proposal; how it will lead to significant peer reviewed outputs; and how it will meet the goals of building the researcher’s capacity to apply for external research funds:

(a) What is the intrinsic merit of the project? Is it soundly based in concept and planning? Is it feasible? Is it innovative?

(b) Does the researcher/research team have the capacity to undertake the research? Does this project contribute to the applicant(s) research development?

(c) Does the project contribute to the university community or to the community as a whole so as to constitute advancement in knowledge or an economic or social benefit? Applicants should present succinct ideas on the anticipated outcomes and how the results of the proposed research will be disseminated.

(d) In the case of University Research Centre, University Research Group does the project relate to the combined scholarship of the Centre/Group or Program?

The weight attached to each criterion will be at the discretion of the Committee.

* Funding provided for research likely to lead to a performance and/or exhibition will be for pre-production research only.

NOTIFICATION

Formal notification from the Pro Vice Chancellor (Research) will be sent to both successful and unsuccessful applicants. Successful applicants will be advised of the amount of funding and a statement explaining any deficit.

(Due to the amount of interest this scheme receives, intending applicants should be aware that few applications are successful in gaining full funding.)

Successful applicants should note that appropriate ethics approval(s) must be obtained before grant funds will be released to applicants.

TIMETABLE FOR 2008

Applications should be lodged with Research Services. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Closing date for applications.................................................................1 August 2008

Panels consider all applications.......................................................Late August 2008

Notification to all applicants by.........................................................Mid September 2008

APPLICATIONS

Each application should cover one discrete project and contain all the information necessary to assess it without the need for oral explanation, reference to further documentation or other clarification. It should, however, be as concise as possible with aims and significance clearly specified.

The aims and significance, research plan and timetable should be clearly set out. Sufficient comprehensive information should be supplied so that members of the Grant Panel can make a full evaluation of the proposal and the applicant's ability to carry it out without any further clarification.

TO ENSURE EQUITY FOR ALL APPLICANTS, the application must follow the guidelines set out below.

Layout: The application must be printed in ‘Portrait’ Orientation (not Landscape) on A4 paper.

Font: The font must be in either 10 point Arial or 11 point Times New Roman. Entries on the application form are to be typed in black only. Only use italics where commenting requires, e.g. species name.

Submission: The original plus 10 hard copies (double sided) must be submitted to Research Services.

Size: Applications will consist of the Form and no more than six additional pages, excluding publications. Publications exceeding this will not be assessed. Item 7 must NOT exceed 100 words (this does not include space and carriage returns).
Certification by Chief Investigators
Chief Investigators must certify that the application does not seek funding for a project already supported by another funding body.

RESEARCH PROJECTS
Research Seed Grants are recommended for specific research projects. The research question(s) to be explored should be stated in the clearest terms.

Research Seed Grants will not be given for the production of teaching materials, even though some research may be involved in their production. Support may be given for a genuine educational experiment in which the relative effectiveness of some original material, approach or method is to be compared with traditional materials, approaches or methods. In that case, costs of developing the new materials may be included.

In the case of projects that involve data compilation or the development of research aids and tools (including computer programs), it is most important that the applicant provide a statement as to the possible eventual uses of the data bases, computer programs, or other research aids compiled as part of the whole project.

The Project and the Investigator
The applicant should provide evidence of research capacity. Reference to the work of others is appropriate where relevant, but reference to past work of the applicant, as related to the proposed project, is essential.

Method of Investigation
In some fields, it is possible to set down a quite specific strategy and a specific set of tactics for investigation – an experimental design. In many fields or sub–fields, the strategy and the tactics will be stated in different terms but this is no reason for not stating them all. All applicants must be able to give some indication of what material is expected to be available and what research strategies and tactics they propose, at least initially, to adopt.

Proposals that are vague or steeped in unnecessary jargon are unlikely to be successful.

BUDGET
Clear-headedness is called for both in estimating and justifying the budget. The following paragraphs should therefore be read with particular care. Applicants should avoid devising "ambit claim" budgets in the expectation that the Committee will cut them down to a realistic level. The Committee will aim to fund projects at what it sees as an appropriate level to allow the project to move expeditiously to a conclusion.

Financial information must address three areas: see Item 19
a) Specification of various items requested under the headings of personnel, equipment, maintenance, travel and other;
b) Ranking of each of these items in terms of priority;
c) Costing of each of the items at prices that will apply in 2008/09.

Full justification of all items is required. The Committee expects an explanation of the need for research or technical assistance (as well as justification for the requested level) and/or for items of equipment. An indication should be provided of how estimates were calculated and on what basis they were established. For guidance on preparing a budget see -
http://www.uws.edu.au/research/ors/research_development_redevelopment/preparing_a_grant_application

Because of the competitive nature of these grants, only those projects judged to be the most outstanding and fully justified are likely to receive their full funding request.

Research Assistance: Funding requests relating to the provision of research assistance need to be carefully argued and judicious. Generally, funds will not be provided when the request is solely to support research assistance.

Equipment: Equipment should include hardware items individually costing $1000 or more, including any installation costs. All requests must be fully justified.

Conferences, Seminars and Workshops: Funds will not be provided to support conference attendance, seminars or workshops.

Travel: Only travel directly associated with the project investigation, including travel costs incurred in using facilities at another centre, will be considered. When calculating travel costs, applicants should base their estimates on the standard rate for mileage, per diem expenses etc. Conference travel will not be supported.

GST: Internal research grants, such as the Seed Grant Scheme, are not subject to the GST. Any GST paid will be charged to the University GST Clearing account and recovered via input tax credit by the University.

REPORTS
As a condition of funding, grantees will be required to submit a final report on the project to Office of Research Services upon completion of their scheme. A final report form is available from the Office of Research Services
SPECIAL CONDITIONS
The Guidelines for this Scheme also set out the expectation to submit at least one application for funding from an agency listed on the National Competitive Grants Index - http://www.dest.gov.au/sectors/research_sector/programmes_funding/general_funding/research_infrastructure/competitive_grants_register.htm or other major external funding scheme, no later than six months after funding ceases.

- Human or Animal Experimentation
- Recombinant DNA
- Ionising Radiation
- Other Safety Hazards

Deposition of Biological Material: Under the terms of Australian Quarantine and Inspection Service registration, the College of Health and Science at UWS has approval for treatment and disposal of all biological materials. At the end of a project, any biological material accumulated during the course of the project shall be disposed of through this College only after consultation with the appropriate Scientific Officer.

Importation of Experimental Organisms: Any applicant proposing to import experimental organisms should obtain agreement in principle from the appropriate Authority in their State and comply with institutional policy and procedures as determined by the UWS Biosafety Committee. Contact Sharon Falleiro, Ethics Officer (Animal & Biosafety) if you have any additional questions.

COMPLETING APPLICATION FORM

Item 1: A Chief Investigator is, or Chief Investigators jointly are, responsible for the project, for its conception, for the strategic decisions called for in its pursuit and for the eventual communication of the results.

Item 2: Seed Grant applicants are required to have negotiated the involvement of a research advisor/mentor to assist them in successfully undertaking their research project - should it be funded. Such an advisor/mentor will normally be an experienced UWS researcher who agrees to take on the role in the spirit of collegiality and an expectation that Senior Staff undertake such support as part of their academic activities. All intending Seed Grant applicants should discuss the matter of an appropriate research advisor/mentor with their College Associate Dean, Research, who must sign off on the application and the nominated advisor/mentor.

An advisor/mentor will not normally be engaged in the conduct of the research, nor in any publications arising from the research activity, though the success of the Seed Grant may lead to further application for funding through which the advisor/mentor may be conceptually involved as a named investigator.

Item 3: The project title must be less than 100 characters.

The first named Chief Investigator will have approval for the expenditure of funds from a research project account. They will also be the contact person for all administrative matters. If two or more eligible investigators are to spend a substantial amount of time on the project and the decision–making responsibility is shared; these should be regarded as Joint Chief Investigators and information provided for each.

Item 4: Financial Summary of Funds requested under Seed Grant Scheme – Summary totals by budget category are to be listed in the space provided and classified under the headings provided including a costing of each item at prices that will apply in 2008/09. Show whole dollars only. Priority (A, B, C) should be given to all funding requests. These funding requests relate to the monies being sought from UWS. All budget requests must be fully justified in Item 21.

Item 5: Select the correct coding for Type of Activity (refer to Appendix).


These codes assist in the assessment process and in compiling statistics on research activity. The University is required to provide these statistics to the Australian Bureau of Statistics.

Item 7: Enter between 1 and 6 keywords to describe the proposed research. Keywords should be of the kind normally required for submitting an article to a major refereed journal.

Item 8: Applicants must include in the application a 100 word summary of the aims of the research, the expected outcomes and the likelihood of its contributing to economic or social benefits for Australia. This summary should
be presented in a clear and understandable way for persons who are not necessarily experts in the field. The summary may be used for media purposes and must be in plain English.

**Item 9:** All research at UWS is carried out under the UWS Research Code of Practice. If the proposed research plan involves animal or human experimentation or the preparation and/or use of recombinant nucleic acids constructed in vitro from sources that do not ordinarily recombine genetic information, the submission of a clearance from a relevant Ethics, Safety or Biosafety Committee will be required. Where a project requires the use of ionising radiation, the Committee will require personnel to have appropriate training and hold a current licence issued by the appropriate State authority before payment can be made under a grant.

Applicants with projects requiring clearance by ethics or safety committees should contact the Ethics Officers for details of this process or seek information via the Research Services Ethics web page. Applicants should ascertain the likely time frame to obtain such clearances and allow plenty of time for this process.

- The UWS Human Ethics Review Committee reviews all research projects involving human subjects undertaken by the University of Western Sydney. Contact Ethics Officer (Human), Tel: (02) 4736 0883
- UWS Animal Care and Ethics Committee reviews all animal research undertaken by University staff. Contact Ethics Officer (Animal & Biosafety) for further information. Tel: (02) 4736 0884
- The UWS Animal Care and Biosafety Committee reviews all small-scale work with recombinant DNA and other safety matters.

**FUNDS WILL NOT BE MADE AVAILABLE UNTIL THE APPROPRIATE ETHICS CLEARANCES HAVE BEEN OBTAINED**


**Item 18:** Outline the relationship of the proposed research to teaching programs. The UWS Strategic Research Plan for 2004-2008 seeks to build connections between existing and emerging areas of research strength with areas of excellence in teaching and professional development and with existing and emerging areas of research strength within the University. See the [UWS Strategic Research Plan](http://www.uws.edu.au/about/adminorg/devint/ors/destpubscollection/catcodes).

**Item 19:** All items are to be listed in the space provided and classified under the headings provided. It is essential that every item in the requested budget be given a priority ranking (i.e. A, B1, B2, C1, etc) in the column provided. **Priority Rankings are:**

- **A** considered essential for the project to be undertaken
- **B** necessary to maintain a reasonable rate of progress in bringing the project to completion
- **C** other items which would be useful in supporting the project

Within categories B and C, use the numerical ranking to show the relative importance of each item. If the same priority ranking is assigned to two or more items, the Committee will interpret this as implying that they are inseparable so that one item is of no use without the others.

**Item 21:** All budget requests must be fully justified. **Personnel:** Where funds are requested for the cost of research assistants, the relevant rate of pay for the position (e.g. hourly casual rate) should be obtained from Human Resources at: [http://www.uws.edu.au/staff/adminorg/resources/ohr/payandbenefits/salaryschedules/gensalary](http://www.uws.edu.au/staff/adminorg/resources/ohr/payandbenefits/salaryschedules/gensalary) and included in the budget proposal. Current on costs are at: [http://www.uws.edu.au/staff/adminorg/corpserv/ohr/payandbenefits/oncosts](http://www.uws.edu.au/staff/adminorg/corpserv/ohr/payandbenefits/oncosts). Guidance on the appropriate rate of pay including a Casual Employment Calculator is available from the Office of Research Services web site at: [http://www.uws.edu.au/about/adminorg/devint/ors/managingyourresearchgrant](http://www.uws.edu.au/about/adminorg/devint/ors/managingyourresearchgrant). If substantial data entry or transcription services are required, the appropriate rate for these services should also be sought and included.

**Equipment** – Equipment should include hardware items individually costing $1000 or more, including any installation costs. All requests must be fully justified. Costings should be based on the latest prices obtained from suppliers and not on estimates.

Heads of Schools/Research Centre Directors must endorse equipment requests but please note that UWS research grants do not normally fund computer equipment requests and UWS IT Procurement Policy is that laptop computers must be leased. All equipment purchased with funds from a UWS internal research grant will be located in the School/Centre of the Chief Investigator at the completion of the project and will be available for research purposes by all School/Centre staff.

**Maintenance** – Estimate the prices that will apply at the time of purchase. "Maintenance" includes items of equipment costing less than $1000; consumables (major headings only); sets of printed material and microfilm; computing (excluding computer hardware and software), and the hire of personnel for coding or programming (which must be included under "Equipment" or "Personnel" respectively). Any requests for funds for programming, preparation and storage of data or the hire of external computer time must be fully justified. If payment for
computing time is requested, the applicant must clearly indicate why such computing time is not available "in house". In general, expenditure relating to the printing of questionnaires and postage, the funding of telephone surveys, printing and stationery costs will only be funded if the Panel believes that such expenditure is essential for the project's success and cannot be met from School allocations.

**Travel/Subsistence** – Applicants who request money for travel/subsistence should state the importance of this item to the success of the project. They should also consider whether this travel could be funded from School travel allocations. Enter under "Travel" the cost of fares, vehicle and accommodation costs, field expenses and field allowances. State the origin and destination for all fares requested. Only travel directly associated with the project, including travel incurred in using facilities at another site, may be supported. Travel to conferences is not supported. See Finance web pages [http://www.uws.edu.au/staff/adminorg/academic/fo/finop/fintrvl/trv_procedures](http://www.uws.edu.au/staff/adminorg/academic/fo/finop/fintrvl/trv_procedures)

**Other** – This category includes items not covered by the above groupings, e.g. vessel charges/ search fees. It is not intended that this heading be a catch-all for funding requests.

**CERTIFICATION (Items 23-25):** All applicants except research only appointments within University Research Centres are required to seek the endorsement of the Head of School. Applicants who are members of University Research Centres should seek the endorsement of the Centre Director. University Research Group members should seek the endorsement of their Head of School. All applicants, including members of research centres, are required to seek the endorsement of the College Associate Dean, Research. All Chief Investigators should certify their involvement in the proposal.

**PROPOSAL GUIDELINES**

**SIX PAGE LIMIT**

Applications must include comprehensive statements that clearly outline the research objectives and the methods by which those objectives are to be realised. The following broad headings should be used:

a) **Aims, Significance and Background, including Bibliography:** Include an indication of the relation to work elsewhere. Cite key references where appropriate. The aims of the project should be stated in the clearest terms. The significance of these aims will not be transparent to the Committee. The aims should be argued – why should this work be funded? In essence, what is the intrinsic merit of the project? Is it soundly based in concept?

The Panel will seek evidence that the applicant understands the ramifications of the research questions proposed and has considered any subsequent research that may arise from the project. As a large number of applications are considered by the Panel, it is in the interest of the applicant to present the material in clear prose with all technicality that may be not well known briefly defined and/or explained. The Panel will evaluate how the project contributes to advancement of knowledge and/or economic and social benefit.

**Check**
- Does the application clearly introduce your idea and the aims of the project? Does it explain its significance and potential innovation? Provide background information? Attract the interest of the audience?
- Does the argument and purpose remain clear throughout?
- Is it appreciative of the various levels of knowledge/familiarity with the topic among the Panel?
- Have you given the reader a sense of the current views on the topic, so that there is a context in which to consider the argument? Do you explain the potential outcomes of the project?

b) **Research Plan, Method and Techniques:** The Research Plan should make clear the scope and limitations of the project. The panel will seek evidence that you have thought about design and the feasibility of your project. It is essential that the method be able to achieve the stated aims and goals of the research within the timeframe. The description of the method and techniques should be field specific and include, where appropriate, the experimental design. Any method should be supported by current approaches in the field – as demonstrated by references – and where a method itself is the subject of the study, the necessity for this should be soundly argued.

The description of the method should address the process of research and state what the research involves: what the researcher wants to do; how it will be done; who will do it; when will it be done; and why. This should be applied to the data collection, data analysis and data interpretation. (‘Data’ is defined by the UWS Research Code of Practice as the originally constituted body of evidence, or other materials, on which the findings, or interpretation of the research, are based.)

You should address any Methodological issues which are inherent in the process that are controversial or are not well understood outside the specific field of the research. For humanities and social sciences proposals, if the method involves field work, how will complex conditions of interaction be recorded? Which interactions will be recorded? What difficulties might be encountered? What are the analytical strategies? What are the interpretive
strategies? Why are these analytical and interpretive strategies appropriate?

While at least one member of the panel will have expertise in the broad terrain of the proposal, it is wise to assume that most of the panel will evaluate the method on the basis of general principles of scholarly research.

**Check**
- Does the application provide a clear plan for the research?
- Does the application present the research question(s) clearly?
- Does the strategy employed follow logically from the problem and aims?
- Has the issue of data analysis been fully dealt with?
- Have any ethical issues been discussed and built into the overall research plan?

**c) Timetable:** An indication of the proposed research timetable is required. The application should clearly delineate the anticipated role of each of the investigators as well as that of any requested personnel.

d) **Summary of Applicant's Background:** The Panel will consider the capacity of the applicant to carry out their nominated project to successful completion. It is in the applicant's best interest to provide evidence of such capacity including any relevant information that argues the ability of the new investigator/s to successfully complete a research project.

Describe briefly how this project will contribute to the applicant's professional development.

Please do not include a lengthy Curriculum Vitae, but provide a judicious description of your most pertinent career achievements. See Track Record Statement on the web for guidance - http://www.uws.edu.au/research/orresearch_development_redevelopment/preparing_a_grant_application

**SECTION D Publications Guidelines**

**Publications:** List all refereed publications by the Chief Investigators published in the period (2004-2008), followed by publications submitted or accepted for publication. Do not include in preparation publications. Indicate by asterisks any publications of specific significance to this application. Conference papers are unlikely to be given high status in the forthcoming Excellence in Research for Australia (ERA) except for a minority of disciplines.

Please clearly delineate categories of publications/disseminations from past research as follows: Books, Chapters in edited collections, Refereed Journal Article, etc (See section D for the listing).

Applicants may also wish to list other public research outputs relating to exhibition, production (i.e. audio/video recording), performance, architectural design, computer software, patents, technical drawings etc. Please highlight whether these outputs have been critically reviewed or have been subsequently cited.

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**APPENDIX**

**Why have Category Codes?**
It allows the comparison of research and development data between sectors of the Australian economy (e.g. general government, private non-profit organisations, business enterprises and educational institutions).

Use of these classifications ensures that research and development statistics and statistics collected from higher education institutions are useful to governments, educational institutions, international organisations, scientific, professional or business organisations, business enterprises, community groups and private individuals.

**Type of Activity**
This classification allows research and development activity to be categorised according to the type of research effort, namely, pure basic research, strategic basic research, applied research and experimental development. These are set by the Australian Standard Research Classifications.

- Pure Basic Research – experimental and theoretical work undertaken to acquire new knowledge without
looking for long term benefits other than the advancement of knowledge.

– Strategic Basic Research – experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.

– Applied Research – original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.

– Experimental Development – is systematic work, using existing knowledge gained from research or practical experience, that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

Fields of Research Classification (FOR)
To obtain a copy of these codes visit the website: http://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument
This classification allows both R&D activity and other activity within the higher education sector to be categorised. It allows R&D activity to be categorised according to the field of research undertaken. In this respect, it is the nature of the R&D that is being examined. In addition, the classification is to be used within the higher education sector to classify courses, units of study and teaching activity to field.

Socio–economic Objective Classification (SEO)
To obtain a copy of these codes visit the website: http://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/CF7ADB06FA2DFD69CA2574180004CB82?opendocument
This classification allows R&D to be categorised according to the purpose of the R&D as perceived by the data provider (researcher). It consists of discrete economic, social, technological or scientific domains for identifying the principal purpose of the R&D. The attributes applied to the design of the SEO Classification comprise a combination of processes, products, health, education and other social and environmental aspects of particular interest.

SECTION C
Aims and Significance, Research Plan, Methods & Techniques, Timeline, Track record.

Page limit applies. Applications exceeding this page limit will not be assessed.

To answer this question fully, refer to Section A, Advice to Applicants so that you can cover the points specifically made in it, especially in relation to significance and the detailed justification of the budget proposal.

Your explanation should be comprehensive but brief.

Not more than 6 additional pages **(excluding applicant publications)** will be considered in the assessment process.

Use the following headings to detail your answer:

(a) Aims and significance- including background literature overview and bibliography

(b) Research Plan, Methods, Techniques and Data Analysis

(c) Timetable

(d) Summary of Applicant/s background

Where the co-operation or assistance of another body is needed for the research project to be successful, appropriate details must be provided.

SECTION D Publications
Applicant publications (not counted in 6 page limit)

Please order publications under the following headings

- Books
- Book chapters
- Journal articles
- Refereed design
- Patent
- Major creative works
- Refereed conference proceedings

**NOTE:** Funds will not be made available until ethics clearances have been obtained. Contact the Ethics Officers in Research Services for further information.