

Faculty of Arts and Social Sciences – Research and Research Training
Faculty Research Promotion Grants - Guidelines for funding in 2010

Authorised by:	Associate Dean (Research) - on recommendation from Research Committee
Date of Approval:	November 2007
Review:	Annually
Effective date:	1 January 2010
Contact officer:	Research Administrator
Related documents:	Application Form: http://www.arts.unsw.edu.au/research/staff-support-funding/ Report: http://www.arts.unsw.edu.au/research/staff-support-funding/ Resources for Researchers: http://www.unsw.edu.au/research/res/resourcesunits.html Ethics Requirements: http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html UNSW Travel Policy: https://www.proc.unsw.edu.au/travel_info/index.html

RPG TIMETABLE

Closing date for receipt of applications in all Schools	1 February 2010
Meeting of School or Centre Research Committee to assess and recommend successful applicants	Mid February 2010
RPG funds available	End of February 2010
Funds must be fully expended by the end of November 2010 .	

Important advice for applicants

RPGs are awarded by Heads of School or Centre Directors following recommendations by the School or Centre Research Committee.

Teaching Relief

Where teaching release or release from contract research is requested, applicants should consult their Head of School or Centre Director at an early stage in order to minimise disruptions to the teaching or research program. Any replacement appointment can only be made through the Head of School or Centre Director, and so RPG applicants should neither formally nor informally offer replacement positions to others. Faculty Policy on Teaching Relief is available for downloading from:
<http://www.arts.unsw.edu.au/research/staff-support-funding/>

OBJECTIVES

The principal purpose of the RPG is to provide extra time or assistance with research expenses to encourage research and scholarly publishing. Early Career Researchers are especially encouraged to apply for RPGs to build up their research record. Staff who wish to enhance their research record or reactivate their research program should also apply.

Early Career Researchers (ECR) are Level A and Level B Teaching and Research and Research only staff who have been awarded their PhD or equivalent research doctorate within five years of the submission date of their application; or received her/his first academic or research appointment within the last five years. An academic or research appointment is defined as a Teaching and Research and/or Research only appointment at Level A and Level B, on a continuing or a fixed-term full-time or part-time contract of more than one year. Casual or sessional appointments or individual contracts of one year or less are not counted.

RPGs do not cover release from other School/Centre and Faculty responsibilities, including postgraduate supervision and administrative duties.

2. ELIGIBILITY

RPGs are allocated on a competitive basis and are open to all academic staff in the Faculty including research staff of the Faculty research centres (SPRC, NCHSR, JMRC, DSRC). Recipients of RPGs may apply again in subsequent years provided that the article(s) or book(s) proposed in their previous RPG have been accepted for publication.

Applicants who hold an ARC grant that includes teaching relief are not eligible to apply for RPGs for research funded by the ARC grant.

Applicants who hold an ARC grant and are research only academics are also not eligible to apply.

Recipients of FRG/ECR research grants may apply for RPGs but they must justify their requests.

3. WHAT MUST BE PROVIDED:

Applications should be submitted on the appropriate form available at <http://www.arts.unsw.edu.au/research/staff-support-funding/> and should include:

- a brief statement explaining the nature of the research project, and its current stage of development;
- proposals for one or more scholarly articles and the journals to which the articles will be submitted OR documentary evidence that a book contract has been signed with a publisher, together with evidence of any agreed deadline for submission of a completed manuscript;
- a list of refereed publications in the past 5 years (include 'in-press' works accepted for publications but exclude works submitted for consideration) ;
- detailed information about the conditions for the taking of teaching relief buy-outs. The amount of teaching release must be adequately justified;
- a statement from the Head of School or Centre Director vouching for the adequacy of any teaching release arrangements.

Travel expenses if requested must reflect UNSW Travel Policy available for downloading from: https://www.proc.unsw.edu.au/travel_info/index.html

Applicants are expected to show that the RPG will result in one or more refereed publications (A1, B1 or C1).

4. NUMBER OF APPLICATIONS

Only one application per staff member will be considered in any given year.

5. DURATION AND LEVEL OF FUNDING

Funding is provided until the end of 2010. School or Centre Research Committees will set the maximum amount allowed for each RPG. As a rough guide, sums between \$1,500 and \$2,000 could

provide teaching release for one tutorial across a session or one week of release from contract research for centre staff. Please consult your Head of School or Centre Director for advice regarding costs of various types of release.

6. BUDGET ITEMS NOT ALLOWED

The following budget items are not allowed:

- Salaries for applicants;
- Budget items which should reasonably be supplied by academic units (including expensive equipment like a scanner and associated software, digital video or photo cameras and accessories, portable computers, etc.);
- Stipends for postgraduate scholarships;
- Conference travel.

7. APPLICATION PROCESS

Please submit your application to the following School contacts. (Do not send them to the Faculty or Associate Dean for Research).

School/Centre	Chair of Research Committee	e-mail address of contact person
Education	Prof Colin Evers	nancy.he@unsw.edu.au
English, Media and Performing Arts	Prof Julian Murphet	j.miller@unsw.edu.au
History and Philosophy	Prof Rosalyn Diprose	k.to@unsw.edu.au
Languages and Linguistics	Prof Peter Collins	k.evon@unsw.edu.au
Social Science & International Studies	Prof Richard Hugman	k.Harrison@unsw.edu.au
Social Policy Research Centre	Prof Deborah Brennan	r.lawson@unsw.edu.au
National Centre for HIV Social Research	A/Prof Carla Treloar	j.knapman@unsw.edu.au
Journalism and Media Research Centre	Prof Catharine Lumby	petra.nolan@unsw.edu.au
Disability Studies and Research Centre	Dr Kristy Muir	k.muir@unsw.edu.au

Person to contact for general enquiries: Margarita Grebennikov, 938-53548, MB G14, m.grebennikov@unsw.edu.au.

Application Forms

Application forms are available for downloading from: <http://www.arts.unsw.edu.au/research/staff-support-funding/>.

8. ASSESSMENT AND RANKING

School or Centre Research Committees will assess both the quality of the proposed research and the research track-record of the applicant. In assessing the quality of the research, the Committee will address the following questions:

- Is the proposed research original and soundly based? Is the project feasible?
- Is the journal or publisher of good quality?

- Are the funding requests, including amount of teaching release, justified and appropriate?

In rating the applicant, consideration will be given to both the quantity and quality of recent research, including the quality and reputation of journals in which material has been published. Rating of Early Career Researchers and those applying to re-activate their research will be made on the potential to produce good quality research publications.

9. NOTIFICATION OF OUTCOMES

The successful RPG recipients will be notified by their School/Centre and announced by the end of February 2010.

10. APPEALS PROCEDURE

An applicant dissatisfied with the outcome of a proposal must, in the first instance, contact the Chair of her/his School or Centre Research Committee. The Chair of the Committee should attempt to address any questions on the process. If, after discussion with the Committee Chair, an applicant wishes to make an appeal, it should be lodged with the Associate Dean (Research). The grounds for the appeal should be documented. Appeals may be lodged on issues of process only.

11. ETHICS AND BIOSAFETY REQUIREMENTS

Queries about ethics clearances should be directed to the Ethics Secretariat (see the UNSW Grant Management Office Ethics web page for details of the Ethics Officer in FASS: http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html). Biosafety, Radiation and Gene Technology enquiries should be directed to the Risk Management Unit at: (02) 9385 1414 or <http://www.fin.unsw.edu.au/riskman/rmusplash.html>.

12. COMMENCEMENT OF FUNDING

Faculty will be responsible for the allocation of funds for the RPG grants, Schools and Centres will be responsible for administration of RPG grants. Where an applicant has not commenced the project by 30 June 2010 because of inability to obtain ethics or biosafety clearance, the applicant must advise the relevant School/Centre Research Committee which will then determine whether the Offer of Grant should be rescinded.

13. CARRY FORWARD OF FUNDS

The 2010 RPGs must be expended by the end of November 2010. Carry-over of funds is not allowed by UNSW.

14. REPORTING REQUIREMENTS

By the end of March 2010, Heads and Directors are required to provide to the Associate Dean (Research) an account of how their RPG funds have been allocated, giving details of staff names, amounts allocated and proposed research publications. A Report template is available for downloading from <http://www.arts.unsw.edu.au/research/staff-support-funding/>

RPG recipients are required to provide the Head of School or Centre Director with a short report on the outcome of the grant immediately after its expiry. Publications arising from the RPG should acknowledge the RPG, and a copy should be lodged with the Faculty Research and Research Training Office. Failure to complete a satisfactory report within this timeframe will render the recipient(s) ineligible to receive further funding from the RPG.

15. FUNDING OF THE SCHEME

Funds for the RPGs will be allocated to Schools and Centres in proportion to staff numbers. A separate funding pool will be provided for ECRs who are trying to establish a research profile. ECR funds are provided centrally by UNSW.