

How to Apply for a Research Grant

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1 SEEKING RESEARCH GRANT OPPORTUNITIES

The Research and Innovation Office's website offers a number of links that lead to information on finding and applying for funds from the University's major sponsors (ARC, NHMRC, Rural R&D Corporations etc) as well as a more comprehensive listing of granting bodies. You are able to access these links from the following url:

<http://www.unisa.edu.au/res/grants/default.asp>

The Division has also identified a number of grants related to the discipline of business which you can access from the following url:

<http://business.unisa.edu.au/research/staff/grants.asp>

The University also has access to a number of funding databases. You are able to access these databases using the following url:

<http://www.unisa.edu.au/res/grants/data.asp>

2 GRANT APPLICATION PROCESSES

2.1 CATEGORY 1 RESEARCH FUNDING

Category 1 research funding are grants that are listed in the Australian Competitive Grants Register. The Australian Competitive Grants Register can be obtained from the DEST website at:

http://www.dest.gov.au/sectors/research_sector/programmes_funding/general_funding/research_infrastructure/research_infrastructure_block_grants_scheme.htm

This research income counts for you to be considered for the Supported Researcher Scheme and based on a predetermined formulae the Commonwealth provides the University funding from these awards through the Research Infrastructure Block Grants Scheme (RIBG) and Institutional Grants Scheme (IGS).

Grant applications for Category 1 grants are submitted to the Grants Officer at the Research and Innovation Office and administered by the Research and Innovation Office.

2.1.1 Application Closing Dates

Applications are reviewed by Research and Innovation Office's staff and feedback given directly to the researcher to ensure that they comply with the sponsor's guidelines. The Research and Innovation Office will also provide the necessary institutional certification (if required) before an application is forwarded to the sponsor.

Please ensure that you submit your grant application by no later than the stipulated internal deadline to make certain that there is adequate time for your application to be reviewed and processed for submission (this is usually two weeks before the sponsor's deadline). If you know that you will be unable to meet the internal deadline please contact their office to make other arrangements. In most cases it will not be possible to submit an application after the sponsor's nominated deadline.

2.1.2 Administrative Contact Details

Where the application requires administrative contact details, please enter the following details:

Ms Maria Arena
Senior Grants Officer, Research and Innovation Office
Mawson Lakes Campus
The University of South Australia, Adelaide 5005
Ph: +61 8 8302 3954; Fax: +61 8 8302 3921;
Email: maria.a.arena@unisa.edu.au

2.2 NON COMPETITIVE RESEARCH GRANT FUNDING

All other research grant applications that are not Category 1 grants are submitted to, and administered by the Divisional Business Manager, Rex Jones. Based on predetermined formulae the Commonwealth provides the University funding from these awards through the Institutional Grants Scheme (IGS).

2.2.1 Application Closing Dates

Contact the Divisional Business Manager well before the grant deadline to enable them to review your application, ensuring it meets with the University's requirements and that you have not under or over budgeted.

2.2.2 Administrative Contact Details

Where the application requires administrative contact details, please enter the following details:

Mr Rex Jones
Senior Business Manager, Division of Business
GPO Box 2471
The University of South Australia, Adelaide 5001
Ph: +61 8 8302 0938; Fax: +61 8 8302 0904;
Email: rex.jones@unisa.edu.au

2.3 DIVISIONAL GRANTS

The Division of Business seeks to give academic colleagues the opportunity to participate actively in basic, strategic and applied research. The Division's research grants provide funds to enable experienced, early-career and emerging researchers to engage in curiosity-driven research, as well as to develop projects which may have the potential to attract significant external funding.

The Division of Business holds two grant rounds a year for the following grant schemes; Small Research Grant, Seed Funding Grants, Australian Competitive Grant Support Grants and Research Concentration development Grants. Further information on the Divisional Grants, including timetable, guidelines can be accessed at <http://business.unisa.edu.au/research/staff/divgrants.asp>

2.4 BUDGET INFORMATION

The full cost of a project = direct costs + indirect costs

For information on how to cost non competitive research grant projects please contact the Senior Business Manager.

A budget template can be accessed at <http://www.unisa.edu.au/res/forms/project.asp>

A salary on-cost calculation template for both competitive and non competitive research grants can be accessed from the Divisions website at: <http://business.unisa.edu.au/research/staff/grants.asp>

3 ETHICS/SAFETY

If it is a condition of the granting scheme that you obtain relevant ethical and/or safety clearances, it is your responsibility to arrange them. Please note that sponsors will not release funds to successful fellowship/grant applicants until all relevant clearances have been confirmed and that it is necessary for you to provide evidence of such clearances for this purpose. You are strongly advised to read the information on the University's requirements available on the website at: <http://www.unisa.edu.au/res/ethics/default.asp>. Feel free to contact Ms Vicki Allen, Ethics & Safety Officer on +61 8 8302 3118 or vicki.allen@unisa.edu.au.

4 UNIVERSITY RESEARCH POLICIES & COMMITTEES

The University has a number of Policies and Committees that have relevance to research. As a researcher at this University it is your responsibility to become familiar with these policies which can be accessed at: <http://www.unisa.edu.au/res/policies/research.asp>

5 PROFESSIONAL DEVELOPMENT

The Division's Research Dean's Professional Development website at <http://business.unisa.edu.au/research/profdev> provides exceptional resources to assist you to write a successful grant application.

The Division's Dean also coordinates numerous workshops throughout the year to improve your grant application. A timetable of the Division's professional development activities can be accessed at <http://business.unisa.edu.au/research/news/default.asp>.

The Research and Innovation Office also provides developmental opportunities for grant writing and their timetable of events can be accessed at: <http://www.unisa.edu.au/res/training/default.asp>

6 LEGAL REQUIREMENTS

Once your grant has been awarded a legal agreement will need to be coordinated with the grant sponsor. Both the Business Development Manager and the Senior Grants Officer will coordinate this agreement in consultation with you, the sponsor and if need be the University's Legal Officer. The University's Legal Officer provides assistance with contractual matters and advice on Intellectual Property issues. Further legal services information can be found at <http://www.unisa.edu.au/res/legal/default.asp>