

## Application form: AUSIT Research Project Grant (ARPG)

*Approved by the AUSIT National Council 13 April 2018 / updated 9 May 2024*

AUSIT is committed to quality in translating and interpreting. AUSIT encourages professional practice that is informed by empirical research. For this purpose, the National Council has approved the AUSIT Research Project Grant (ARPG) scheme. The aim of the scheme is to fund applied research that can be used to inform and improve our members' professional practice.

The fund can be used towards a standalone project, or as part of an Australian Research Council Linkage Grant, where AUSIT becomes a Linkage partner.

From time to time, the National Council may also call for expressions of interest for research into specific topics selected by the NC to respond to members' needs.

### **MAXIMUM AMOUNT OF RESEARCH PROJECT GRANT: \$5000 ELIGIBILITY**

Applicants must:

- not be a current member of the AUSIT National Council
- be suitably qualified and have a track record in research in translating and/or interpreting or a related field

The Chief Investigator must

- be a current AUSIT member, any category (you can check membership categories [here](#))
- be attached to an Australian university or tertiary institute that is an AUSIT Educational Affiliate (you can check the list of Educational Affiliates [here](#)).

### **REQUIREMENTS**

Applicants must:

- submit a final report by the due date
- agree to present the results of the research at no cost to AUSIT members
- agree to write a summary of the findings to be published in AUSIT's *In Touch* magazine, if requested
- complete the form below and submit it to the [Chair of the National Education Committee](#) by the set deadline.

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**PART A: ADMINISTRATIVE SUMMARY**

**A1 PARTICIPANT SUMMARY**

|   | Family Name | Given Name(s) | University affiliation | Position | Qualifications |
|---|-------------|---------------|------------------------|----------|----------------|
| 1 |             |               |                        |          |                |
| 2 |             |               |                        |          |                |
| 3 |             |               |                        |          |                |
| 4 |             |               |                        |          |                |

**A1.1 PARTICIPANT CONTACT DETAILS**

|   | Name | Email | Phone |
|---|------|-------|-------|
| 1 |      |       |       |
| 2 |      |       |       |
| 3 |      |       |       |
| 4 |      |       |       |

**A2 PROJECT TITLE**

Provide a short descriptive title of no more than 20 words.

**A3 PROJECT SUMMARY**

In no more than 100 words of plain language, summarise aims, significance and expected outcomes.

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|   |  |
|---|--|
| <p><b>A4</b> Has the applicant/s submitted a similar application to any external agency where a decision is still <b>pending</b>?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

|   |
|---|
| <p>If <b>YES</b>, please provide details.</p> |
|---|

|  |  |
|--|--|
| <p><b>A5</b> Have the applicant/s previously submitted this or a similar application to any external agency where the project was <b>unsuccessful</b>?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

|   |
|---|
| <p>If <b>YES</b>, please provide details.</p> |
|---|

|  |  |
|--|--|
| <p><b>A6</b> Have any of the applicants on this application been supported by an AUSIT Research Project Grant in the past two years?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

|  |
|--|
| <p>If <b>YES</b>, please <b>attach the final report</b>.</p> |
|--|

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**PART B: PERSONNEL AND TRACK RECORD**

This section is to be completed by **all applicants listed** on this project.

|  |   |
|--|---|
| Investigator Name  |   |
| Position   | <input type="checkbox"/> Chief Investigator <input type="checkbox"/> Other (please specify) |
| <b>B1</b> Please list your <b>publications</b> for the past three years. <i>This listing <b>must</b> include: publisher, year of publication, and page range/counts.</i> |   |
| <b>B2</b> Please list any <b>other significant measures of esteem</b> from the past three years only (invited and funded presentations, keynotes, prizes etc.).          |   |

|  |   |
|--|---|
| Investigator Name  |   |
| Position   | <input type="checkbox"/> Chief Investigator <input type="checkbox"/> Other (please specify) |
| <b>B1</b> Please list your <b>publications</b> for the past three years. <i>This listing <b>must</b> include: publisher, year of publication, and page range/counts.</i> |   |
| <b>B2</b> Please list any <b>other significant measures of esteem</b> from the past three years only (invited and funded presentations, keynotes, prizes etc.).          |   |

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|  |   |
|--|---|
| Investigator Name  |   |
| Position   | <input type="checkbox"/> Chief Investigator <input type="checkbox"/> Other (please specify) |
| <b>B1</b> Please list your <b>publications</b> for the past three years. <i>This listing <b>must</b> include: publisher, year of publication, and page range/counts.</i> |   |
| <br><br><br><br><br><br><br><br><br><br>   |   |
| <b>B2</b> Please list any <b>other significant measures of esteem</b> from the past three years only (invited and funded presentations, keynotes, prizes etc.).          |   |
| <br><br><br><br><br><br><br><br><br><br>   |   |

|  |   |
|--|---|
| Investigator Name  |   |
| Position   | <input type="checkbox"/> Chief Investigator <input type="checkbox"/> Other (please specify) |
| <b>B1</b> Please list your <b>publications</b> for the past three years. <i>This listing <b>must</b> include: publisher, year of publication, and page range/counts.</i> |   |
| <br><br><br><br><br><br><br><br><br><br>   |   |
| <b>B2</b> Please list any <b>other significant measures of esteem</b> from the past three years only (invited and funded presentations, keynotes, prizes etc.).          |   |
| <br><br><br><br><br><br><br><br><br><br>   |   |

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**PART C: PROJECT DESCRIPTION**

*In C1–6, please provide a detailed description of the research project. These five sections of the application should be no more than 2.5 pages **in total**.*

**C1 PROJECT TITLE** (as in A2 above)

**C2 PROJECT SUMMARY** (as in A3 above)

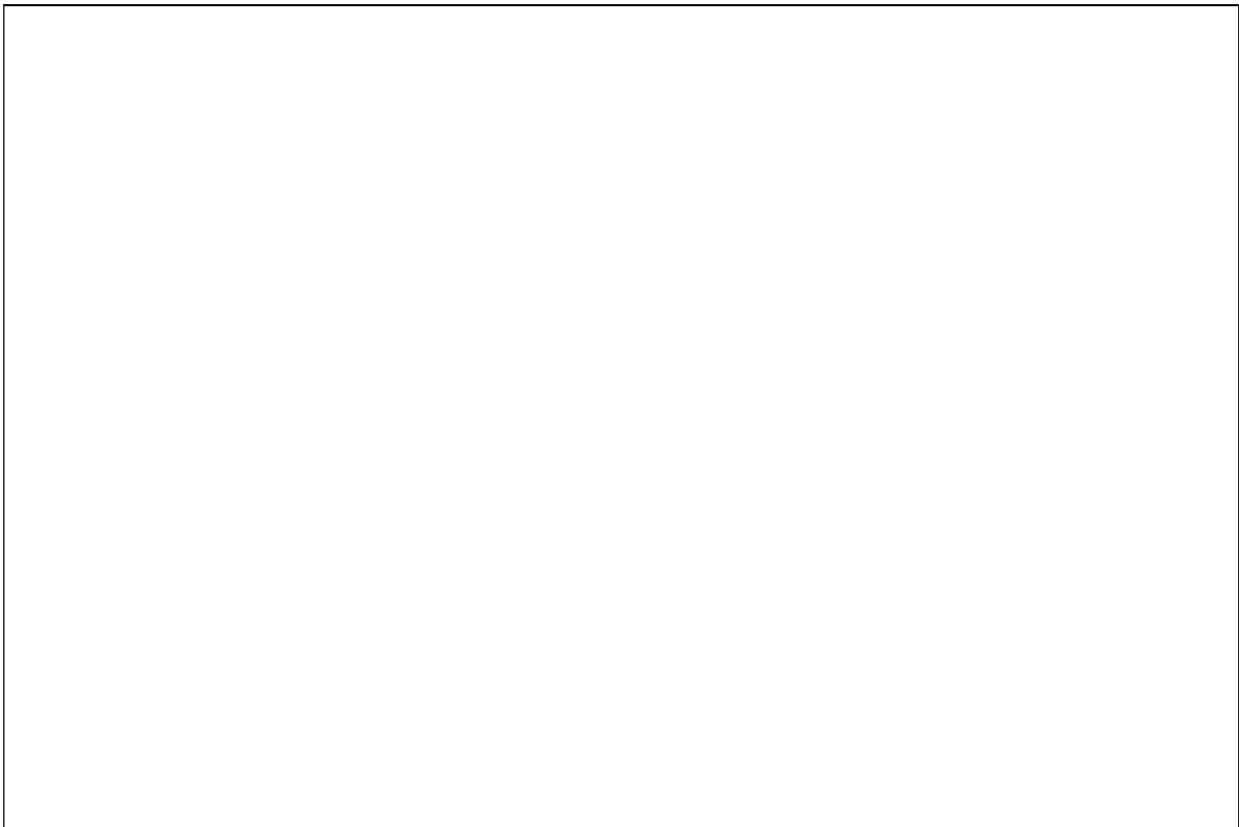
**C3 AIMS AND BACKGROUND**

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**C4 PROJECT QUALITY AND INNOVATION**



**C5 RESEARCH PLAN/METHODOLOGY**



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**C6 COMMUNICATION OF RESULTS AND OTHER OUTPUTS**

**Publications** (include proposed publisher/journal, year of publication and other relevant details):

**Presentations** ( include the proposed presentations to AUSIT):

**C7 RELEVANCE TO AUSIT**

Please list how you predict the findings of the proposed research will benefit AUSIT, its members and the T&I profession.

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**PART D: PROJECT COSTS**

**Costs should be quoted exclusive of GST.**

*ARP Grants will be awarded for a period of one year. These grants are funded from the AUSIT Strategic Priorities Fund budget. All funds must be expended by **the end of December of the year the grant was awarded.***

**D1 ADMINISTERING INSTITUTION**

|   |                      |
|---|----------------------|
| <b>Name of Administering Institution</b> (i.e. the fund holder) |                      |
| <b>Contact person's name</b>                                    |                      |
| <b>Contact person's telephone and email contact details</b>     | Phone:<br><br>Email: |

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**D2 BUDGET DETAILS**

| BUDGET ITEMS   | BUDGET REQUEST |
|--|----------------|
| <b>Personnel (Salaries + On-costs):</b>              |                |
| Total Personnel (a)                                  |                |
| <b>Equipment:</b>                                    |                |
| Total Equipment (b)                                  |                |
| <b>Travel (maximum \$500, domestic travel only):</b> |                |
| Total Travel (c)                                     |                |
| <b>Other:</b>  |                |
| Total Other (d)                                      |                |
| <b>TOTAL COSTS (e)</b>                               |                |

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### D3 JUSTIFICATION OF FUNDING REQUESTED

*In no more than ½ page, fully justify in terms of need, priority and cost, each budget item requested. Use the same headings as in Column 1 of the budget section D2. When formulating your justification, you should consider the following points:*

- *Do not merely state in words the expenditure outlined in the Budget.*
- *Provide an explanation of why each item is essential in relation to the aims and methodology of the research.*
- *Requests for personnel should indicate the level and duration of assistance required.*
- *Requests for equipment must be inextricably tied to the methodology of the project.*
- *Requests for travel should be for the purposes of primary data collection. The need for face-to-face contact with collaborators must be fully explained.*
- *Requests for consumables must align with methods.*

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**D4 DETAILS OF NON-AUSIT CONTRIBUTIONS**

*In no more than ½ page, explain how any non-AUSIT contributions will support the project.*

**PART E: ETHICS**

Does your proposal require human participant ethics approval/s?

Yes  No

**PART F: CERTIFICATIONS**

**By submitting this application all named investigators are certifying the following:**

- I certify to the best of my knowledge that the details provided in this application form and any supporting documentation are true and complete.
- I consent to this application being sent out for external peer review by persons unknown to me.
- I have undertaken training in Research Integrity, or I have read and understand my responsibilities under the Australian Code of Research Conduct.