



Queensland University Libraries' Office of Cooperation

RESEARCH and PUBLICATION GRANTS APPLICATION

Objectives

To promote QULOC expertise, activities and events through research, publication and other knowledge and information exchanges. The grants may be used to conduct and to disseminate research and innovations related to the QULOC strategic plan; the activities of the Working Parties; QULOC workshops and collaborative activities; and to increase the knowledge and skills of staff working in QULOC libraries.

Eligibility

To be eligible the applicants must:

- Ensure that the project coordinator or principal researcher is either a full-time or part-time member of staff of a QULOC University Library.
- Demonstrate the project has relevance beyond one institution and offers an opportunity to share knowledge and disseminate information, either as a workshop, demonstration or by publication.
- Indicate if the project will be fully funded by the QULOC Research and Publication Grant or be part of joint funding.
- Receive permission of the University Librarian from their home institution to participate.
- Receive approval from the Mentor of the appropriate QULOC Working Party to submit an application.
- Receive ethics approval, if required, in advance from the home institution.

For more information about ethics approval see the *Joint NHMRC/AVCC Statement and Guidelines on Research Practice* (1997) and the *Australian Code for the Responsible Conduct of Research*: at: <http://www.nhmrc.gov.au/funding/policy/researchprac.htm> and the Commonwealth of Australia's *National Statement on Ethical Conduct in Research Involving Humans* <http://www.avcc.edu.au/documents/publications/policy/statements/e35.pdf>

Scope

The grants are intended to cover preparation costs appropriate to the development of the project, including the cost of research and compilation. Normally, the grant does not cover the purchase of equipment.

Grant funds may be used to employ a research/library student assistant.

The Project Coordinator or Principal Researcher may collaborate with other individuals not employed by the home institution.

Generally QULOC will fund staffing costs directly to the home institution. The policies of the home institution will inform payment of any expenses.

Amount

Normally grants of up to \$5,000 are awarded. The number and the amount of the grants are at the discretion of the University Librarians and may vary from year to year.

Selection Criteria

The QULOC University Librarians Committee considers the following criteria in its review of applications:

1. Potential value of the project in promoting the QULOC strategic plan and QULOC events.
2. Potential to increase the knowledge and skills of staff working in QULOC libraries.
3. Demonstrated need for publication
4. Publication or information dissemination/distribution plans for the work
5. Clarity and completeness of the proposal.
6. Demonstrated ability of applicant(s) to undertake and successfully complete the project

Exclusions

Applications are also subject to the following conditions:

- The University Librarians will accept applications for projects and works in progress, however, works already under contract for publication are not eligible.
- The University Librarians will not accept applications for projects associated with the completion of academic program work (for example, dissertations or theses).

Application Guidelines and Schedules

- Applicants must fully complete the Research and Publications Grants Application form and submit it electronically to the QULOC Executive Officer.
- Normally funding is provided annually within a set financial year on a calendar basis.
- Proposals are accepted for review anytime during the year but are only evaluated by the University Librarians at scheduled meetings. It is recommended that applications are received by the November meeting for consideration for the following financial year.
- Approved Grant recipients sign a letter of acknowledgement and agreement, accepting the grant and the conditions for completion.
- Grant recipients send a brief status report once a year to the QULOC Executive Officer; the exact dates are chosen when the grant is issued.
- A final report is sent within 3 months of the completion of the project to the QULOC Executive Officer to include a final budget statement, records of expenditures and a report on dissemination or publication of the project.
- Normally the grant should be completed within the year of the award of the grant.
- If the project is published, recipients must include the following attribution line on the copyright page or in an otherwise appropriate or prominent location in the publication:

Supported by a grant from the Queensland University Libraries' Office of
Cooperation (www.quloc.org.au)
- Recipients are encouraged to deposit the research output/activities of the project in open or publicly accessible repositories to increase the visibility and accessibility of QULOC and its activities, events and research.

RESEARCH and PUBLICATION GRANTS APPLICATION FORM

Project Coordinator or Principal Researcher's full name (Name of the person submitting the application)

1. Name of the Sponsoring Working Party

2. Support being applied for

Total project funds requested (\$)

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

4. Staff summary

Project Coordinator (PC) or Principal Researcher/s (PR), and Co-researcher /s (CR)

Details of all individuals involved with the project.

Person number	First & Last Name	Home Organisation	Role (PR, CR)	Email Address
1				
2				
3				
4				
5				

5. Project summary. In plain English and in no more than 150 words, summarise aims, significance and expected outcomes e.g articles in named journals and whether they are refereed, conference presentation, workshop, print or electronic product, etc.

6. Support for the QULOC Strategic Plan. Refer to the Goals and Strategies in the Action Plan that the project supports.

--

7. Methodology. Outline the proposed research methodology including the methods of data collection and analysis and interpretation. Indicate whether or not the application requires ethics approval.

--

8. Timeframe. Indicate stages/activities with commencement dates and completion dates

Activity	Commencement Date(s)	Completion Date(s)

9. Proposed budget. Identify items for funding using broad budget categories eg Salaries, Travel, Other and provide justifications.

Items to be funded – Salaries, Travel, Other)	Justification for this expense	Priority (List in order 1 being the most important)	Estimate of Funding Amount (\$)
Salaries			

Travel			
Other (describe)			
Total Funding Requested			

10. Time commitment

Number of full days to be spent on this project *per month* (This must be a realistic figure in the context of your total time commitments and must not exceed any University CA maxima)

11. Previous QULOC grant application/s

(a) Is this your first application for a *QULOC Research and Publication Grant*?

Yes No

(b) Have you previously received a *QULOC Research and Publication grant* either as a project coordinator, primary researcher or co-researcher?

Yes No

If yes please provide additional details

(i) Previous QULOC grant/s

Year of Grant	Amount Granted (\$)	PC, PR or CR

12. Have you submitted a similar application to any other agency? Yes No

If yes, please provide details

13. Is funding for this project contingent on support from elsewhere? Yes No

If yes, please provide details

14. If required, has ethics approval been granted from your home institution? Yes No

If yes, please provide details and/or copy of approval

--

15. Certification

Certification by applicant (The following certification must be signed by the first-named Project Coordinator or Principal Researcher.)

I certify that to the best of my knowledge the details provided in this application form and in any supporting documentation are true and complete.

**Signature of first-named
PC or PR**

Name (please print)

--

Date

/ /

16. Approvals

I have cited and approve the details in this application form. I recommend that the application be submitted to the QULOC University Librarians for consideration.

**Signature of Mentor
Working Party**

Name (please print)

--

Date

--

**Signature of UL from
Home University**

Name (please print)

--

Date

--

QULOC Office Use Only

Date Received:

Date Submitted to QULOC ULs:

QULOC ULS Approval: Yes No

Date Approved/Rejected by QULOC ULs:

Date Project Coordinator or Principal Researcher Notified:

**Signature of QULOC
Convenor**

Name (please print)

--

Date

--