

# COLLEGE INTERNAL GRANT SCHEME (CIGS)

## 2009 GUIDELINES

### Introduction

The College Internal Grant Scheme (CIGS) is fully funded by the College of Business and Economics. It is aimed at assisting the College achieve its goals of a high level of research activity and excellence in research outcomes. It seeks to do this while being cognizant of the university's policies of equity and access.

To achieve this goal, support is provided for projects in two categories:

1. Starter grants for emerging researchers and;
2. Grants for experienced researchers.

The process followed in applying for these grants is intended to give staff (and emerging researchers, in particular) experience that will assist them in applying for external competitive grants.

### Criteria

The over-arching criteria that are used to assess grants are similar to those used by the Australian Research Council for their grant schemes, that is:

- Track record relative to opportunity;
- Significance and innovation;
- Soundness of approach – conceptual framework, design, methods and analysis; and
- National benefit.

Applicants will need to demonstrate that:

- The funds applied for will give “value for money”. Applications that can leverage from a smaller amount of money to achieve greater benefits are preferred. High quality applications for smaller amounts of money will be regarded favourably;
- The project is not already in receipt of external funding;
- If they are currently undertaking a PhD, and are applying for CIGS funding for that work, they have exhausted all sources of funding from their School.

Further details of amounts, eligibility and additional criteria are given below.

## Categories of Research Funded

### 1. Starter grants for emerging researchers

Maximum grant	\$10,000 *
Eligibility	Level A or Level B staff.
Additional Criteria	<ul style="list-style-type: none"><li>▪ A grant of this nature has not already been received by the applicant.</li><li>▪ No more than one application by a staff member will be accepted.</li><li>▪ Any application may be supported by an advisor but the grant will be made available to the researcher.</li></ul>

### 2. College Research Grants

Maximum grant	\$10,000 *
Eligibility	Level A to Level E staff
Additional Criteria	Favourable consideration will be given to: <ul style="list-style-type: none"><li>▪ Applications for “seed” funding for external grants;</li><li>▪ Evidence that the applicant has actively sought external competitive funding; and/or</li><li>▪ Evidence that prior internal grants have had significant outcomes (publications).</li><li>▪ No more than one application by a staff member will be accepted.</li><li>▪ Any application may be supported by an advisor but the grant will be made available to the researcher.</li></ul>

\* In exceptional circumstances, larger amounts will be considered if very strong justification is given.

## Process

1. Applications must be submitted by COB on Monday, 12 October 2009 to the College Research Services Office, Room 1125 Copland Building.
2. Applications must be made on the form provided.
3. Applications will be evaluated by a sub-committee of the Research Committee. The members of the sub-committee will not be eligible to apply for grants.
4. Outcomes (with feedback) will be advised by the end of October 2009.
5. Grants will run from November 2009 to the end of October 2010.
6. Final reports are due by the end of September 2010.

## Eligibility

Academic staff members of the College in the following categories are eligible to apply for a grant:

- Teaching and research staff, including those on a fractional appointment above 40 per cent, but not staff whose appointment is funded by a research grant.
- Applicants must expect to hold their appointment for the duration of the grant period. If an applicant becomes ineligible during the grant period then the grant must be terminated and unused funds returned to the CIGS pool.

## Conditions of Award

Grants will be awarded for the period 1 November 2009 to 31 October 2010. There is no provision to carry over funds. Funds not spent during the grant period must be returned to the CIGS pool for reallocation in the subsequent round.

Grants will be awarded on a one-line budget unless otherwise specified in the Offer of Award. However, in accepting a grant, grantees must agree that (a) funds will be spent in accordance with the aims and research plan specified in the application and (b) funds will not be spent on ineligible budget items as specified in these Guidelines.

Any research program funded by CIGS that requires ethical clearance must obtain ANU Ethics clearance.

## Reporting Requirements

A final report of one to two pages must be submitted to the Research Services Office before the end of September 2010. The report must describe the research completed and the project's outcomes (including details, if applicable, of how the CIGS grant has led to further applications for external funding), and must include the following attachments:

- A list of publications completed or in preparation
- At least one working paper or publication from the grant
- If the Research involves Human Subjects, evidence of Ethics Clearance
- A report of expenditure signed by the College Business Manager.

## Items and Types of Work Supported/Not Supported

### ***Supported***

Research assistance  
Data acquisition  
Travel associated with field work  
Books, specialized software (must be specified)

### ***Not Supported***

IT equipment (hardware)  
Conference travel

**Further information** is available from the CBE Research Services Office -  
rso.cbe@anu.edu.au – x53664 – Room 1125 Copland Building