

Research Grant Funding Applicant Advice

Applies to the “Early Career Research Grant and
the “Seed Grant”

ACIPC Research Committee

3/6/2014

ACIPC Research Grant Applicant Advice

The following provides guidance on how to develop your research application. Please provide your supporting information (proposal, budget and justification, research team information, dissemination plan and timeframe) in **one** Word or PDF document. The reference list can be located at the end of the application and is not included in the page limit, but should not exceed two pages. Applicants should refer to the grant rules, including eligibility criteria.

Ensure your document:

- Contains a footer, stating the research proposal name (e.g. “A cleaning bundle to reduce the incidence of *Clostridium difficile* infection”)
- Uses a minimum of size 11 font, minimum of 1.5 line spacing.
- Complies with the maximum page limits for each section
- Contains page numbers

Research Proposal

- Any style referencing is permitted, so long as it is consistent.
- The proposal should contain an introduction, aim and/or clear research question(s), methods, significance and ethical considerations. The introduction must demonstrate a gap in the literature. The methods must propose the study design, data collection and data analysis methods. The significance section should discuss the significance of the project as relevant to infection prevention and control. Ethical considerations should be stated including where ethics approval will be obtained.
- The research proposal must not exceed three A4 pages. Proposals longer than three pages will be automatically rejected.

Budget and justification

- Please provide a budget with a breakdown of budget items in a table form
- Below the table, provide a justification for budget items listed in the budget. For example, if \$1000 is stated for travel, you should describe what this involves e.g. two researchers travelling twice from Perth to Melbourne to join the CI for a meeting.
- Please refer to the funding rules for specific advice on requirements related to seeking or obtaining external funds. In such instances, these points need to be clearly documented and explained in this section.
- The budget must not exceed two A4 pages. Proposals longer than two pages will be automatically rejected.

Research team information

- For the ‘early career researcher’ grant, one page of these two pages must detail the support and supervision to be provided by one of the research team members. This must be signed by the person providing the support/mentorship.

- All applicants names, qualifications, position and contact details should be listed
- A brief summary of each team member should be stated, including their role in the project.
- The research team information must not exceed two A4 pages. Proposals longer than two pages will be automatically rejected.

Dissemination plan and timeframe

- Use this section to describe dissemination plans and a project plan to demonstrate completion of this project within 12 months.
- The dissemination and timeframe must not exceed one A4 page. Proposals longer than one page will be automatically rejected.

Curriculum vitae

- A Curriculum Vitae (CV) of the CI must be included and must not exceed three pages.
 - For Seed funding – past and relevant publications related to the project should be included and given priority.
- The CV should include recent and relevant work history, publications, grants and awards, conference presentations and committee work.