



CRIMINOLOGY RESEARCH COUNCIL

Guidelines for Grants

Please find enclosed materials containing information for applicants for Criminology Research Council (CRC) Grants.

The completed application must reach this office no later than the **closing date of 21 August 2009** (please note, a fax is not acceptable) to facilitate processing for the Council meeting due to be held on **26 November 2009**.

Please note: If you do not receive acknowledgment of your application please contact the Administrator on 02 6260 9224 before close of business on 21 August 2009. If for some reason your application is not received we cannot process it after this date.

A proposal, that requires Ethics Committee approval, may be considered by the Council if approval is still pending at the time of the Council's meeting, in which case any grant will be conditional upon Ethics Committee approval being obtained. Applicants should take into account the time required for obtaining Ethics Committee approval in framing timelines for projects. Applicants may use any NH&MRC approved Institutional Human Research Ethics Committee.

Applications received after the 21 August 2009 closing date will not be considered until the next round of grants in November 2010.

Titles of research in progress and recently completed projects are also available for information.

More information on the CRC is available on our Home Page:

<http://www.criminologyresearchcouncil.gov.au>

Claire Burge
CRC Administrator



1. What is the Council?

The Criminology Research Council (CRC) was established by the *Criminology Research Act 1971* and meets three times a year. The Criminology Research Act was enacted pursuant to arrangements between the Commonwealth and the states and territories for the promotion of criminological research. These arrangements provided for the establishment of an Australian Institute of Criminology, a Criminology Research Council and a Criminology Research Fund. The Australian Institute of Criminology (AIC) is funded by the Australian Government and engages in research, training and related activities. The Criminology Research Council consists of representatives of the Australian, state and territory governments.

The Council administers the Criminology Research Fund which is used for research grants to researchers in universities, government departments and elsewhere. The Fund derives its income from an annual contribution from the Australian Government and each of the state and territory Governments. Grants are only made for research in Australia. The AIC provides secretariat services and advice to the Council in the conduct of its business.

2. What projects are supported?

The Council is empowered by section 47(1) of the *Criminology Research Act 1971* to make grants for

.....such purposes of, or related to, criminological research (including the dissemination of information and advice and the publication of reports, periodicals, books and papers in connection with criminological research and the results of criminological research) as are determined by the Council.

The term "*criminological research*" is defined in the *Act* to mean *research in connection with:*

- *the causes, correction and prevention of criminal behaviour, and*
- *any related matter*

3. Confidentiality

- (a) The CRC receives all applications for funding in confidence.
- (b) Intellectual property rights in respect of information contained within applications submitted to the CRC remains with the applicant(s) until varied in accordance with the terms of any contract entered into between the CRC and the successful grantee(s).
- (c) All information contained within applications, once received by the Council and during the process of assessment, may only be disclosed to Council

members and their advisers, Panel members, external referees and staff of the Australian Institute of Criminology directly involved in the administration of the Council.

- (d) Disclosure of any information contained within applications to persons other than those referred to above, or the use of information contained within applications other than in connection with Council's activities and statutory reporting and archiving requirements is not permitted.
- (e) Applicants who are not awarded funding may, however, agree in writing to the disclosure of information contained in their applications to specified persons or for specified purposes.
- (f) Applicants who are not awarded funding may only appeal the final decision made by the Council on the grounds of an administrative error.

4. Application Process

The CRC invites applications for funding for projects:

- (a) Closing date for receipt of applications for the Criminology Research Council (CRC) is **21 August 2009**.
- (b) Applicants are advised that applications received after the closing date will be deferred for consideration at the Council meeting at which grant applications are next considered.
- (c) Applicants are asked to complete the application form and to provide any necessary supporting material by the closing date. The following should be provided:
 1. CRC Application Form. Applications are not to be in less than 12 point font. References may be in 10 point.
 2. Supporting material. Not to exceed 8 pages double-sided (16 in total), in length. Applications exceeding these requirements will be returned to the applicant. The supporting material should include:
 - Literature review
 - Details of research, aims and methodology
 3. Personal particulars form for each applicant and researcher (each c.v. must consist of no more than two pages double-sided, 4 in total)
 4. If ethics approval has been obtained, confirmation of this. Please note that if your grant is accepted and requires ethics approval, the grant cannot commence until the CRC receives signed confirmation of this approval from the relevant agency.
 5. If support or co-operation from other relevant Government departments, institutions or agencies, is required, where required, confirmation of this support. Please note that if your grant is accepted and requires outside cooperation or support as described, the grant cannot commence until the

CRC receives signed confirmation of this approval from the relevant agency.

In summary, the total grant application can include:

- The grant application form
- The supporting material (up to 8 pages double-sided, 16 in total)
- Personal particulars forms
- CVs for each applicant (up to 2 pages double-sided, 4 in total, for each applicant)
- Ethics approval documentation (if applicable)
- Confirmation of support /co-operation from other agencies

Applications and supporting material should be incorporated into a single Microsoft Word or Rich Text Format file and submitted by e-mail* without further separate attachments to:

crc@aic.gov.au

(*it is the applicant's responsibility to ensure delivery of emailed applications and it is suggested that the "Return Receipt" facility be used)

or by mail or courier to:

***The CRC Administrator
Australian Institute of Criminology
GPO Box 2944
CANBERRA ACT 2601***

(if submitting application by mail or courier please supply application and any supporting evidence as a single file on a CD in Microsoft Word or Rich Text Format)

All applications will be acknowledged. If you do not receive acknowledgment you will need to contact the administrator before close of business on the due date of 21 August 2009.

5. What should applications include?

Applications should include a review of the relevant literature (**please asterisk publications relevant to your application**). The review should be up to date, selective but not necessarily exhaustive. It should convey in a concise manner the applicant's awareness of the current state of scientific knowledge of the questions on which he or she proposes to conduct research. Proposals to conduct specialised policy analyses or program evaluations should review the methodology of, and substantive findings emerging from, comparable studies conducted elsewhere.

Applications should state clearly the objectives and the benefits of the proposed research. The research design should be logically sound, and suited to the problem under investigation. The proposal should also reveal that the applicant is familiar with

- the sources and reliability of data and

- techniques of data analysis appropriate to the project.

6. Policy Relevance

Policy relevance may arise out of the following, or other, matters:

- (a) Contributes to knowledge of crime trends which could be used for planning and resource allocation by government agencies.
- (b) Explores an under-researched topic.
- (c) Topic of relevance to a current or emerging serious criminal justice issue.
- (d) Findings will be of benefit in developing new policies or procedures for dealing with the crime problem in question.
- (e) Findings will be of benefit in devising crime reduction strategies.
- (f) Findings will assist in developing police policies or practices.
- (g) Findings will be of benefit in devising legislative reform proposals.
- (h) Findings would support and assist in the development of existing work by government agencies.
- (i) Findings would inform training activities for criminal justice personnel.
- (j) Findings will assist victim support activities or services.
- (k) Findings will assist in offender support activities or services.

7. Research Involving Human Subjects - Ethics Approval

Applicants proposing to conduct research with human subjects or on ethically sensitive topics must present evidence of compliance with appropriate ethical guidelines for the conduct of such research. No person shall become the subject of research supported by the Criminology Research Council without his or her competent, voluntary, informed consent. Special consideration and protection should be given to subjects who may lack full capacity to secure their own rights and interests, such as children, the mentally infirm, and persons in involuntary custody.

Applicants must take steps to protect the confidentiality of data, and to ensure the privacy of subjects; they should be mindful of the conditions posed by the *Privacy Act 1988* (Cth).

It is essential that applicants proposing to conduct research with human subjects or on ethically sensitive topics obtain the formal approval of an NH&MRC approved Institutional Human Research Ethics Committee (usually that attached to the institution with which they are affiliated such as their own university or agency), or of the host institution under whose auspices they propose to conduct research where applicable.

A proposal, that requires Ethics Committee approval, may be considered by the Council if approval is still pending at the time of the Council's meeting, in which case any grant will be conditional upon Ethics Committee approval being obtained.

Applicants should take into account the time required for obtaining Ethics Committee approval in framing timelines for projects.

8. Assistance from Government Departments, Institutions or Organisations

Where the support and co-operation of Government departments, institutions or organisations other than the applicant's is required for a proposed project, applicants should obtain evidence of such support. Approval of grant will be dependent on such support having been obtained. A proposal, that requires the support of some external agency, may be considered by the Council if approval is still pending at the time of the Council's meeting, in which case any grant will be conditional upon approval being obtained.

Applicants should take into account the time required for obtaining such approval in framing timelines for projects.

9. Budget

Provide a detailed list of all items for which support is being sought. Items should indicate the cost of GST as a separate item in the proposed budget. Please group each item according to the categories listed in the application form.

(a) Research Personnel

Please specify level of proposed research personnel and indicate whether fulltime or fractional and the **precise role and duties each will have** in the project.

(b) Equipment

Equipment required should be specified. Any items exceeding \$150 in value purchased with moneys constituting the grant shall become and remain the property of the Council. Only in exceptional circumstances will approval be given for the purchase of personal computers and software for the performance of a project. Such equipment should be available through the applicant's department or employer organisation. Requests for equipment are scrutinised very carefully.

(c) Travel

Air travel will only be funded at advance purchase economy rates. Subsistence allowances and mileage allowances (if private vehicles are used) must conform to reasonable public sector benchmark rates. Where it is necessary to use self-drive hire cars, the reasons for such a necessity should be clearly stated in the application.

(d) Maintenance

This should include costs relating to the following:

Stationery

Printing

Photocopying

Photography

Postage and telecommunications charges etc.

Computer disks
Computer hire (if appropriate)

(e) Administration

This should detail any administrative costs, which will be incurred in excess of those costs ordinarily met by the host institution.

(f) Other

Such items as taxes and incidental expenses should be included under this description.

10. Procedure for Processing Applications

1.i The criteria taken into account by the Council when assessing applications include:

- (a) public policy relevance;
- (b) the extent to which the proposed research will have practical application and contribute to the understanding, prevention or correction of criminal behaviour;
- (c) the likelihood of the proposed research making a substantial and original contribution to criminological knowledge;
- (d) the cost effectiveness of the research;
- (e) the soundness of the design and methodology and the feasibility of the research;
- (f) the competence of the applicant(s) or principal investigator(s) to undertake the proposed research;
- (g) Ethics Committee approval, where appropriate;
- (h) availability of data, where required; and
- (i) the extent of funding or in kind support obtained from relevant agencies.

1.ii The Council does not encourage applications for research which, in its view, are the normal operational responsibilities of Government departments, or institutions, or which are more appropriately funded by other research bodies.

1.iii Applicants primarily seeking funds for:

- (a) research that predominantly involves overseas travel or is to be conducted predominantly outside Australia will not generally be funded by the CRC;

- (b) applications primarily seeking funding for the purchase of equipment or the conduct of, or participation in, seminars and conferences will not generally be funded by the Council;
 - (c) The Council will not provide financial support for doctoral research conducted by any of the applicants, although where such research is incidental to a larger project, funding may be approved. The Council may also provide funding to enable the publication of completed doctoral research.
2. All applications undergo a preliminary examination by a panel comprising:
 - (a) the Criminology Research Council's academic adviser; and
 - (b) two senior criminologists nominated by the President of ANZSOC, and appointed by the Council
3. The two Senior Criminologist Panel Members assess each application independently in relation to the attached Panel evaluation criteria, following which the CRC's Academic Adviser assesses applications in relation to their policy significance and provides a recommendation to the Council.
4. All applications, together with the Panel's recommendations, will be placed before the Council and Council will make the final determination after having read the Panel Members' reports and the Academic Adviser's recommendations.
5. Following the Council meeting at which the grant is approved the applicant will be notified in writing by the Chairman of the Council.

PLEASE NOTE:

Supplementary information may be required from successful applicants.

11. Conditions of grant

1. Grant Funding Agreement

A successful applicant will be required to sign a written funding agreement with the CRC before any grant funds can be paid. The funding agreement will prescribe the conditions under which grant funds will be made available to the applicant as well as conditions of the conduct of the approved research.

2. Grant Moneys

For grants of 12 months the grant moneys will be paid in three instalments during the course of the project as follows:

- one third at the commencement of the project
- one third half way through the project upon receipt and acceptance by Council of a satisfactory progress report

- final third upon receipt of reports and their acceptance by Council at the next scheduled meeting

For grants of more than 12 months arrangements for payment of grant moneys will be negotiated as required. However Grantees should note that one third of the moneys will not be paid until the final report has been received and accepted by Council.

3. Expenditure of Moneys

The Grantee or the body administering the grant on the grantee's behalf shall, at the end of each quarter during the duration of the grant, provide upon the forms provided particulars of moneys expended in relation to the grant and certify that moneys paid to the Grantee's behalf for the purposes of the approved project, that have been expended, were expended solely in the carrying out of the approved project. A nil expenditure return is to be furnished for a quarter where no expenses have been incurred.

12. **Reports**

In accordance with the funding agreement, all Grantees will be required to submit reports of all work undertaken under an approved project. Such reports must comply with any requirements specified in the funding agreement and must include the results of the research undertaken. The Council claims ownership of any intellectual property created as a result of any project which is funded by research grants. However, the Council grants a permanent, irrevocable, royalty-free unrestricted license back to Grantees. This will not prevent the Grantee from publishing independently elsewhere. However, the final report is to be accepted and published by the Council before doing so.

(a) Progress Report(s)

These should provide details of the current status of the research in relation to objectives set for the research. This should include a discussion both of research processes (e.g. methodological design, development of fieldwork instruments, sampling, and other achievements or problems associated with implementing and conducting the study) and research outcomes (the results of preliminary analysis should be included where possible). Progress reports should be concise, but they need to contain sufficient detail to permit Council to make an assessment about the viability and importance of the research and the need for the agreed funding to be continued. Only one copy of the report is required.

(b) Final Report

At the end of the project, and unless otherwise specified, the Grantee is required to forward to the Council four hardcopies and one electronic version (in Word or Rich Text Format) of each of the following documents:

- The final report

- A one paragraph summary of the main findings of the research for inclusion in the Annual Report
- A paper of approximately 4,000 words based on the final Report and written in a form acceptable for publication by the editor of the Australian Institute of Criminology's 'Trends and Issues in Crime and Criminal Justice' series.

The final report should be a complete and detailed account of the research project, covering background information (e.g. a literature review), objectives of the research methodology, research findings and conclusions.

Policy Outcomes: Given the explicit policy focus of CRC-funded research, the report should conclude with a section that describes the policy outcomes and implications of the research.

13. Acknowledgment of Council

The Grantee shall acknowledge the support of the Council in any report or publication resulting from the research and shall include therein in a prominent place the words:

This is a project supported by a grant from the Criminology Research Council. The views expressed are the responsibility of the author and are not necessarily those of the Council.

14. Archiving of Data

The Grantee shall lodge with the Social Science Data Archives at the Research School of Social Sciences, Australian National University and any non-confidential data compiled during the course of the approved project in electronic form, and agrees to the use of such data for possible secondary analysis.

15. Notification of Publications

The Grantee shall notify the Council's administrator of the full publication details of all publications (whether refereed or not) that appear based on the research in respect of which funding was granted by the Council. Notification should be by E-mail to crc@aic.gov.au