

CRIMINOLOGY RESEARCH GRANTS

Guidelines for Grants

Please find enclosed materials containing information for applicants for Criminology Research Grants (CRG)

The completed application must reach this office no later than the **closing date of 17 August 2012** (please note, a fax is not acceptable) to facilitate processing for the Council meeting due to be held **November 2012**.

Please note: If you do not receive acknowledgment of your application please contact the Grants Administrator on 02 6260 9216 before close of business on 17 August 2012. 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 Advisory 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 ensure Ethics Committee approval can be obtained without delay upon the Advisory Councils conditional approval. Applicants may use any NH&MRC approved Institutional Human Research Ethics Committee.

Applications received after the 17 August 2012 closing date will not be considered.

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

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

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

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2012-13

1. What is the Criminology Research Grants Program and the role of the Advisory Council?

The Criminology Research Council (CRC) was merged with the Australian Institute of Criminology (AIC) in July 1 2011 after the government amended the 1971 Criminology Research Act. The functions of the former CRC now sit with the AIC, including the CRC's primary function of administering the criminology research fund.

The legislative changes included the creation of the Criminology Research Advisory Council (CRAC, or the Advisory Council). The Advisory Council provides recommendations to the AIC Director regarding research priorities along with an assessment of annual research grants applications, made under the Criminology Research Grants (CRG) program.

2. What projects are supported?

The AIC is empowered by section 6 (c) of the *Criminology Research Act 1971* to awards grants for:

- (i) criminological research that is relevant to the public policy of the States, the Australian Capital Territory and the Northern Territory; and
- (ii) activities related to that research (including, for example, the publication of that research).

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.*

The CRG program awards research grants to researchers in universities, Not-for-profit organisations, government departments and elsewhere. The CRG program 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 within Australia.

3. Confidentiality

- (a) The AIC receives all applications for funding in confidence.
- (b) Intellectual property rights in respect of information contained within applications submitted to the AIC remain with the applicant(s) until varied in accordance with the terms of any contract entered into between the AIC and the successful grantee(s).
- (c) All information contained within applications, once received by the AIC and during the process of assessment, may only be disclosed to Advisory Council members and their advisers, Panel members, external referees and staff of the AIC directly involved in the administration of the Advisory Council and Grants program.

- (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 AIC'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 Director on the grounds of an administrative error.

4. Application process

The AIC invites applications for funding for projects on the following basis:

- (a) Closing date for receipt of applications for the Criminology Research Grants (CRG) is 17 August 2012.
- (b) Applicants are advised that applications received after the closing date will not be 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 with the application:

1. CRG 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 (not to exceed 3 single pages)
 - Details of research, aims and methodology.
3. Personal particulars form for each applicant and researcher (each CV must consist of no more than two pages double-sided, 4 in total)
4. If ethics approval has been obtained, provide confirmation of this. Please note that if your grant is accepted and requires ethics approval, the grant cannot commence until the AIC 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, written confirmation of this support is to be obtained prior to submission of applications.

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)
- Written 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:

crq@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 Grants 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 or USB drive in Microsoft Word or Rich Text Format)

All applications will be acknowledged. If you do not receive acknowledgment you will need to contact the Grants Administrator before close of business on the due date of 17 August 2012.

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 and in detail the objectives, the benefits and the national significance 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 CRG 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 AIC if approval is still pending at the time of the Advisory Council's meeting, in which case any grant will be conditional upon Ethics Committee approval being obtained.

Applicants should ensure Ethics Committee approval can be obtained without delay upon the Council's request.

8. Assistance from Government departments, institutions or organisations

Where the support and co-operation of Government departments, institutions or organisations is required for a proposed project, applicants should obtain evidence of such support. Approval of a 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 Director if approval is still pending at the time of the Advisory 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 AIC. 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:

1. Stationery
2. Printing
3. Photocopying
4. Photography

5. Postage and telecommunications charges etc.
6. 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. Budgets for administration on-costs and infrastructure are limited to a maximum of 25 percent.

(f) Other

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

10. Procedure for processing applications

The criteria taken into account by the Advisory 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 and the availability 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.

The Advisory 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.

Applicants primarily seeking funds for:

- (a) research that predominantly involves overseas travel or is to be conducted predominantly outside Australia
- (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 CRG.

The CRG 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 CRG may also provide funding to enable the publication of completed doctoral research.

All applications undergo a preliminary examination by a panel comprising:

- (a) the Criminology Research Grants' Academic Adviser; and
- (b) two senior criminologists nominated by the President of ANZSOC, and appointed by the Advisory Council.

The two Senior Criminologist Panel Members will assess each application independently in relation to the attached Panel evaluation criteria, following which the CRG's Academic Adviser assesses applications in relation to their policy significance and provides a recommendation to the Advisory Council.

All applications, together with the Panel's recommendations, will be placed before the Advisory Council. The Advisory Council will make recommendations to the Director AIC after having read the Panel Members' reports and the Academic Adviser's recommendations.

Following the Advisory Council meeting at which the grant is recommended, the applicant will be notified in writing by the AIC Director.

PLEASE NOTE:

Supplementary information may be required from successful applicants.

11. Conditions of grant

Grant funding agreement

A successful applicant will be required to sign a written funding agreement with the AIC 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. Successful applicants are advised that insubstantial variations requested of the funding agreement will not be considered. The funding agreement must be signed and executed within sixty (60) days from the date of approval.

Grant monies

For grants of 12 months, the grant monies 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 Director of a satisfactory progress report, and
- one third upon receipt of reports and their acceptance by Director.

For grants of more than 12 months, arrangements for payment of grant funds will be negotiated as required. However grantees should note that any arrangement will involve at least one quarter of the funds being payable when the final report (including financial statements) have been received and accepted by Director.

Expenditure of monies

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, submit upon the forms provided particulars of monies expended in relation to the grant. Grantees must certify that monies were expended solely for the purpose of carrying out 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 AIC claims ownership of any intellectual property created as a result of any project which is funded by research grants. However, the AIC 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 AIC 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 Director 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 AIC 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' (T&i) series. This paper should be prepared using the T&i template, available from the Grants Administrator.

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 CRG-funded research, the report should conclude with a section that describes the policy outcomes and implications of the research.

13. Acknowledgment of AIC and CRG Program

The Grantee shall acknowledge the support of the AIC through the CRG Program 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 Australian Institute of Criminology through the Criminology Research Grants Program. The views expressed are the responsibility of the author and are not necessarily those of the AIC.

14. Archiving of data

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

15. Notification of publications

The Grantee shall notify the Grants 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 AIC. Notification should be by e-mail to: crg@aic.gov.au