

INAP small research grants 2016

## Template for proposals[[1]](#footnote-1)

Cover sheet

|  |  |  |
| --- | --- | --- |
|  | ***(Applicant to complete this column)*** |  |
| Proposal title  No more than 10 words |  | |
| Topic area |  | |
| Organisation details  Name and address of the organisation/s submitting the proposal |  | |
| Contact details  Name, title, and contact details (email, phone, postal address) of the project leader |  | |
| Researcher(s) details  For each, give name and organisation |  | |
| Amount of funding requested  Maximum of $5,000 AUD |  | |
| Is this project part of any other program or initiative for which you have received funding? | Yes 🞎 (if yes, please give details)  No 🞎 | |
| ABN number (if Australian) |  | |
| Is this organisation registered for GST? (if Australian) | Yes 🞎  No 🞎 | |

## Proposal

**Please note**

Your proposal should not exceed 6 pages excluding cover sheet.  
Please use 11-point Arial font, and do not change the margin sizes

Do not forget to attach one-page resume and referee(s) for all researchers.

**1. Outline of overall research project, including location, intended purpose, proposed outcomes and broader applicability (no more than 500 words)**

**2. Research program details**

1. ***Key research question(s) to be addressed***
2. ***Methodology (including an explanation of how the method will answer the research questions and include details such as sample size and reasons for using particular datasets)***
3. ***Timelines for project (Note: Final report will be due November 21st 2016, and a progress report on September 30th 2016)***
4. ***Proposed additional*** *products (e.g. conference papers, presentations to industry, leaflets)*

**3. Significance and impact on stakeholders**

1. ***Why is this research important?***
2. ***What stakeholders will be interested and why? How are they likely to benefit?***

**4. Researchers’ experience and expertise, and roles to be undertaken in the project**

**5. Relevant research previously undertaken by the researcher(s)**

**6. Arrangements for quality assurance and project management**

**7. Information about the submitting organisation (if applicable)**

**8. Budget**

Please insert additional line items if applicable to the proposal and round budget to the nearest dollar.

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs for the life of the program (AUD). Maximum cost is $5000 UD** | | | |
| **Budget item** | **Number of days** | **Daily Rate** | **Amount** |
| Principal researcher  Other researcher(s) |  |  |  |
| Clerical/other support staff *(please list and clarify role)* |  |  |  |
| Other costs *(please specify)* | | |  |
| **Total** | | |  |

**Appendices** *(Attach a one-page resume including names and contact details of one or two referees for each individual researcher)*

**Please email the proposal to:** [INAP2015@federation.edu.au](mailto:INAP2015@federation.edu.au) **by June 17th 2016. Late proposals will not be considered.**

1. The INAP Board wishes to acknowledge the generosity of Australia’s National Centre for Vocational Education Research (NCVER) in allowing us to adapt NCVER’s research project proposal template. [↑](#footnote-ref-1)