
Anglicare Southern Queensland invests in research-driven innovation that leads to improved service delivery and better outcomes for our clients, their families, our staff, and the communities we serve.

ASQ RESEARCH SEED GRANTS APPLICATION GUIDELINES

OVERVIEW OF THE PROGRAM

The ASQ Research Seed Grants Program provides initial funding for innovative research projects. It seeks to nurture cutting-edge ideas and facilitate early-stage research projects consistent with the organisational commitments, focus areas and strategies outlined in Anglicare's *2023-25 Strategic Plan*.

The Research Seed Grants Program aims to establish or advance innovative projects between ASQ staff and academic researchers, and to open opportunities for further collaboration with government, industry and the community.

The funded research should result in at least two of the following outputs: research publication, conference presentation, or application for external funding.

Successful applicants will be expected to submit a final report at the end of the project, and a progress report every 6 months.

Further information on applying for ASQ's Research Seed Grants is available on [Research at Anglicare SQ](#).

FUNDING DETAILS

Level of funding: In 2024-2025, there is a total of \$80,000 available for seed funding research projects. Funding of up to \$20,000 in cash (excl. GST)¹ will be awarded to a single project^{2,3}.

In-kind resources will also be provided by ASQ (e.g., use of facilities, staff hours, etc.). In-kind contributions will be included in the computation of total seed funds.

Duration of funding: The research project should be completed within 18 months (or 1.5 years max.) of receiving funding, with a final report due three months after completion.

ELIGIBILITY REQUIREMENTS

Investigators may only submit one application for funding in any funding round. ASQ will consider applications that:

- meet eligibility requirements set out in this document
- support ASQ's strategic priorities outlined in Anglicare's 2023-25 Strategic Plan
- are deemed by the review panel to be consistent with ASQ's vision, mission and values.

All seed grants applications must involve at least 1 x ASQ staff as Partner Investigator. Any interested ASQ staff can collaborate with a university researcher or research team (or vice versa) and apply for funding.

Please contact research@anglicaresq.org.au for discussion of your proposal before submitting an application.

¹ Partner university/organisation must match ASQ's funding (either in-kind or cash, or both).

² The Funding Agreement will be between ASQ and the partner university/organisation.

³ All applicants will be notified of the outcome of their application via email. Successful applicants will be announced on Research at Anglicare SQ website and ASQ staff newsletter Grapevine.

Not eligible

- *[as Principal Investigator]* University researcher/s in honorary roles, on casual or sessional appointments, or on fixed term contracts of one year or less (though they can be members of the research team)
- *[as Principal or Partner Investigator]* University researcher/s who are based overseas for the duration of the project
- *[as Principal or Partner Investigator]* ASQ staff on casual or on fixed term contracts of six months or less (unless contract extension is being considered and the immediate supervisor/manager can confirm).

Applicants do not need to have ethics approval for their project before lodging an application; however, university ethics approval must be in place within three months of the notification of the award.

ANTICIPATED OUTCOMES

- Submission of at least one peer-reviewed publication, OR a conference presentation.
- Submission of an application for external research funding (or program funding) that builds on the research project.

All project teams will be required to present at an ASQ Research Forum and submit a final report to ASQ.

BUDGET

It is expected that the funding provided is expended in line with the approved budget. If there is more than 10% variation, approval of the funder is required.

Items eligible for funding:

- personnel costs (e.g., research assistance, salary on-costs, editorial support, etc.)
- fieldwork-related costs (e.g., travel, accommodation)
- consumables and small items of equipment necessary to carry out the project.

Items not eligible for funding:

- stipends for postgraduate scholarships
- any expenses associated with academic attendance at conferences (including conference registration, conference travel, per diems).

ASSESSMENT PROCESS AND CRITERIA

Applications will be assessed by ASQ against the following criteria:

1. Quality of the project proposal (i.e., significance, benefit; research design and methodological rigour; research team) **(30%)**
2. Value and impact (i.e., scientific merit, innovation value and expected outcomes of the project) **(30%)**
3. Alignment with ASQ strategic priorities and focus areas outlined in Anglicare's 2023-25 Strategic Plan. **(30%)**
4. Appropriateness of budget sought and its justification **(10%)**.

KEY DATES

- Applications Open: 8 November 2023
- Applications Close: 9 February 2024
- Announcement: All applicants will be informed of the outcome via email by w/c 4 March 2024.

SUBMITTING AN APPLICATION

- Applications should be submitted as a single PDF or Word document. Please name your application as follows: [Principal Investigator Surname]_[ASQ Research Seed Grants]_[Date Submitted]
- Applications will only be accepted via email to the following email address: research@anglicaresq.org.au
- Applications submitted with incomplete and/or inaccurate documentation will not be considered.
- Except in exceptional circumstances, any applications received after the deadline will not be considered.

OBLIGATIONS OF THE PRINCIPAL INVESTIGATOR OF A SUCCESSFUL APPLICATION

The Principal Investigator of a successful application is required to report against progress as follows:

- Presentation, *either* at ASQ Research Forum or at another ASQ-organised event
- Progress reports (every 6 months)
- Final report— 3 months after project wrap-up.

INTELLECTUAL PROPERTY

Ownership of intellectual property or the division of intellectual property rights will be explicitly specified in every Research Seed Grants Funding Agreement negotiated by ASQ with its research partners.

The final research report and findings and any associated documents may only be published or presented in a forum or workshop by either ASQ and/or the Partner Organisation(s) in accordance with the Australian Code for Responsible Conduct of Research, and as per agreement between both parties.

ACKNOWLEDGMENT

The research team must ensure that the contribution and support of ASQ is acknowledged in a prominent place and in appropriate format, with the ASQ logo included, where appropriate. Guidelines for usage of the logo and copies of the logo in various print quality formats are available on request.

FEEDBACK

All applicants are encouraged to provide feedback to ASQ Research and Advocacy team on how we can improve our seed grant application processes.

CONTACT US

If you have any questions, and to discuss your project prior to submitting an application, please email: research@anglicaresq.org.au or scan the QR Code.

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