



Australian Association
for Research in Education

**Guidelines for
AARE Special Interest Group (SIG)
Annual Grant Application
April 2017**

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Overview

Each SIG is eligible for up to \$800 per annum to support their activities throughout the year. These funds are provided upon AARE acceptance of a suitable application. These funds may be used for a variety of purposes, and are primarily intended as a means of supporting SIG participation and contributing to the work of SIGS within the AARE community. For example, SIGs may wish to utilise annual funding to contribute to the cost of informal meetings during the year, holding workshops or other special events. Activities supported by annual funding should be open to all members of the relevant SIG. The convenor must consult with the members of the SIG to seek feedback prior to making this application. All SIG groups are eligible to receive this grant provided they have met the criteria outlined in this guide. These guidelines are current as of April 2017. However, guidelines may be updated from time to time, and SIGs are advised to check the AARE website before developing and submitting applications to ensure that the most current version is being used.

Selection Criteria

All applications will be considered against eligibility criteria and compliance with the funding guidelines contained in this document. Selection criteria for annual funding are:

- Contribution of proposed activities to one or more of the following:
 - network building
 - capacity building
 - scholarly contribution
- Promotion of AARE through proposed activities
- Feasibility and appropriateness of proposed expenditure of funds

Funding

Level and period of funding

Annual grants will have a single round of funding per annum, with all applications due by May 31. For the purposes of funding the 'year' runs from July 1 to June 30. Only one annual SIG grant will be awarded per SIG in this period.

An application for the expenditure of the annual SIG grant must be made prior to finalising any commitments to ensure that funds are available for the planned activities.

The AARE Executive reserves the right to recommend amounts for an activity that may

differ from those requested in the application.

Budget items supported

All budget items must be justified in the application to the satisfaction of the AARE Executive.

Grants must be used for activities that promote the aims of AARE and SIGs. These include:

- a. Address the research needs of education researchers at all career stages;
- b. Advance high quality educational research in Australia and internationally;
- c. Promote understandings of educational issues;
- d. Inform education policy;
- e. Provide a research forum for education researchers to debate current problems and issues.

Budget items typically supported include:

Costs associated with hosting symposia, workshops or other events for SIG members (venue hire, catering, recording costs).

Social events (excluding conference dinners) that strengthen the SIG network

Capacity building activities such as grant-writing or publication workshops

Travel and accommodation for guest speakers

Conference registration for guest speakers

Webinars

Website creation

Student bursaries

Printing of workshop materials

Note:

- Any claims for Airfares included in the application must be costed at economy rates. Additionally any associated travel/accommodation costs need to be clearly detailed, itemised and be in line with ATO guidelines
- SIGs may combine their annual funding in collaboration with other SIGs. However, each budget item will be funded only once. No duplication of funding is permitted for items that are already supported by funding from external sponsors.
- Funding may be requested to support the cost of conference registration for guest speakers. This needs to be included as a budget item in the application, or SIG Convenors need to ensure that funding from elsewhere has been obtained to cover the cost of registration. AARE does not waive the cost of registration for guest speakers.
- Funds will be provided on receipt of appropriate documentation, such as invoices or receipt for goods and services provided. An audit trail of expenditures must be provided with the SIG Annual Grant Report.
- If any sponsored or co-sponsored activity generates profits (through, for example, registration fees) then AARE must be consulted about the allocation of funds. AARE does not normally subsidise profit-making or fund-raising activities in which

excess funds are accrued to universities or other organisations, but that do not provide a return or direct benefit to AARE and its members.

Should the SIG consider spending that falls outside the funding guidelines outlined within this document the SIG Convenor is advised to liaise with the SIG Coordinator prior to lodging the application, or making arrangements, to discuss suitability of the proposed activity.

Budget items not supported

AARE does not support the use of annual grants for:

- Conference dinners
- Competitions
- Payment of honoraria
- Duplication of funding for any budget item
- The purchase of alcohol
- Payment of fees for the preparation costs of guest speakers/presenters
- Activities that benefit one, or only a small number of SIG members
- Prizes with monetary value

Co-sponsorship

SIGs may seek co-sponsorship from outside organisations to provide additional support for the work in their field. SIG events that are co-sponsored need to ensure that consultation occurs between the SIG Convenor and the SIG Coordinator prior to arrangement being made. AARE requires that discounted attendance be made available for AARE members at any sponsored or co-sponsored events for which registration fees are charged. If a co-sponsored activity generates profits (through, for example, registration fees) then AARE must be consulted about the allocation of funds. AARE does not normally subsidise profit-making or fund-raising activities in which excess funds are accrued to universities or other organisations, but that do not provide a return or direct benefit to AARE and its members.

If co-sponsorship has been gained for a SIG event, the following details need to be provided to the SIG Coordinator:

- The name of the sponsor
- The level of funding received
- Purpose of funding
- Level and type of involvement of the sponsor
- Assurance that no duplication of funding will occur
- Advice regarding how AARE will be appropriately acknowledged and promoted as a co-sponsor of the event
- Confirmation of discount available to AARE members in the case of ticketed events, or events for which registration fees are charged for attendance.

Eligibility

To apply for an AARE Annual Grant, the SIG Convenor and Co-Convenor must be current financial members of AARE, and the SIG must hold current registration with AARE. SIG group's eligibility for funding in the next round will be restricted if reporting requirements are not met.

Submission of Proposal

Proposal

Proposals submitted for Annual Grants must be made by the SIG Convenor and/or Co-Convenor and should have been developed in consultation with the SIG group members. The application should be presented as prepared for implementation and provide details of all information necessary for its assessment without the need for further explanation, unless requested by the AARE Executive or SIG Coordinator.

Proposals need to include:

- Date/venue of proposed activity
- Name of the proposed activity
- Details of activity (eg. a symposium or annual dinner)
- Details of speakers (where relevant)
- Likely attendees
- Number of AARE members who might potentially participate in the activity
- How the event will be publicised
- How AARE will be appropriately acknowledged and promoted as a co-sponsor of the event
- Potential outcomes

Applications for Annual Grants need to provide the level of funding support requested and include an itemised list of the expenses to be covered by the grant. If other funding, such as co-sponsorship or fees to be paid by participants, will be sought for the activity then these need to be outlined on the application form.

Additions, deletions and modifications will not be accepted after submission, unless invited by the AARE Executive or SIG Coordinator.

Closing date for proposals

Applications for SIG annual funding must be received by the AARE SIG Coordinator by May 31, 2017. The Annual Grant online application form is available from the AARE website: <http://www.aare.edu.au/pages/request-for-funding-from-aare-for-sig-grants.html>

Selection and Approval Process

Assessment and selection process for proposals

The SIG Coordinator will convene a sub-committee of the AARE Executive to undertake assessment of funding applications. Ordinarily the sub-committee will include representatives from the Management Committee, as well as ECR and Postgraduate

representatives on the AARE Executive. Applications will be assessed on merit and adherence to the criteria outlined within this document.

Decisions made by the AARE Executive in regards to annual funding applications are final, and are therefore not open for negotiation. AARE reserves the right to provide full or partial funding, and where circumstances warrant, to withhold all or part of a funding allocation.

Offer of funding

SIG Convenors will be contacted by the SIG Coordinator via email regarding the outcome of their application by July 30th. AARE will publicise details of successful applications, including the SIG name, activity name and details on the AARE website, and in the AARE Newsletter.

Payment of Funds

For accountability reasons AARE cannot provide funds to individuals on behalf of SIGs. Funding will be provided in the form of reimbursement for expenses incurred, and will require submission of receipts for expenses claimed. Receipts need to be provided up to \$800.

Funds awarded are to be expended by June 30th the following year and may not be carried forward. All claims for reimbursement must be received before 15 June so that AARE can pay the reimbursement before 30 June in the relevant financial year.

Reporting Requirements

A report of the activity supported by annual funding will need to be provided to AARE SIG Coordinator by 30 June the following year (Template provided on Page 8 of this document). Applications for further SIG grants cannot be accepted unless this report has been submitted.

The report should include:

- Detail regarding outcomes of the activity, including any outcomes that are publically available for dissemination on the AARE website
- An itemised account of all financial expenditures and any income generated
- The benefit gained by SIG and AARE members
- The contribution to the SIG field
- Signatures of the SIG Convenor and Co-Convenor

All queries about applying for the annual SIG grant should be directed to the SIG Coordinator at: sigs@aare.edu.au



AARE Special Interest Group (SIG) Annual Grant Report

SIG Group _____

Title of Activity _____

Date/Location of Activity _____

Description of Activity _____

Outcomes of the Activity

Benefit Gained by SIG and AARE Members

Contribution to the SIG Field

- Reimbursement was claimed from AARE by the 15th June.
- The activities were advertised on the AARE website
- The outcomes of the activity were made available on the AARE website

SIG Convenor Signature _____

SIG Co-Convenor Signature _____