



# INAP small research grants 2016

## Template for proposals<sup>1</sup>

Cover sheet

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

<sup>1</sup> 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.

# 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**

***a) Key research question(s) to be addressed***

***b) 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)***

***c) Timelines for project (Note: Final report will be due November 21st 2016, and a progress report on September 30<sup>th</sup> 2016)***

***d) Proposed additional products (e.g. conference papers, presentations to industry, leaflets)***

### **3. Significance and impact on stakeholders**

*a) Why is this research important?*

*b) 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 ( <i>please list and clarify role</i> )			
Other costs ( <i>please specify</i> )			
<b>Total</b>			

**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 20th 2016. Late proposals will not be considered.