



The University of Sydney

RESEARCH AND DEVELOPMENT GRANTS SCHEME

GUIDELINES FOR APPLICANTS

**COPIES OF APPLICATION REQUIRED:
Original plus 3 copies**

APPLICATIONS MUST BE SUBMITTED BY SPECIFIED CLOSING DATE

Completing The Proposal:

Project Summary

The applicant should provide evidence of research capacity. It is critically important that the one hundred-word summary should be presented in a clear and easily understood style so that the selection committee with broad but not specific expertise can determine why the project is of significance.

Aims, Background and Significance of the Project

Research grants are recommended for specific, clearly defined research projects. Projects should be submitted as mature research plans ready for implementation. The aims should be stated concisely. The rationale and research plan of the proposed project should be clearly set out. Include an indication of the relation to work elsewhere. The selection committee is unlikely to give a high rating to data compilation, the preparation of bibliographies, or the development of research aids and tools (including computer programmes).

Research Plan, Methods and Techniques

Set down a specific strategy and a specific set of tactics of investigation; that is, an experimental design. Applicants must be able to give a sufficiently detailed indication of what material is expected to be available, the proposed research methodology and why this is appropriate to the field and will lead to the achievement of expected outcomes. Proposals that are vague or buried in seemingly impressive jargon will not be competitive and not funded.

Project Time-line

The proposal should make clear the scope and limitations of the project and give an indication of the timetable by which the objectives are to be realised.

Budget and Justification of the Budget:

Show Summary of total funds requested as whole dollars only. Applicants should not devise “ambit claim” budgets. Budget items should relate to the objectives of the research proposed, to allow the project to move expeditiously to a conclusion.

The following financial information is required:

- specification of the various items requested under the headings equipment, maintenance, travel and other;
- a costing of each of the items at current prices that will apply; and
- Budgets must be **GST exclusive** and should not include University overheads.

Publications:

List any publications referred to in this application. Unpublished papers not subject to peer review or conference abstracts should not be included.

GENERAL GUIDELINES

Applicants are requested to use A4 format. The original copy should be single-sided and the additional three copies should be double-sided. Twelve-point type size is required with at least a 2 cm margin on each side. A maximum of **5 pages** of text. Bibliographic references must be included in the five pages allowed for the proposal. **Additional pages will not be considered by the selection committee.** Reductions in type size and minimal margins will not be favourably regarded.