HERDSA Grant Guidelines and Information

HERDSA offers grants to HERDSA members to fund research and/or development projects on teaching and learning in higher education that directly align to the mission of HERDSA (https://www.herdsa.org.au/about-herdsa).

Eligibility

- The grant lead applicant must have been a financial member of HERDSA for at least two consecutive years prior to applying for funding and remain a financial member for the duration of the project.
- Other members listed on the application (if any) must be current paid up financial members of HERDSA at the time the grant is awarded and for the project duration.
- There has to be a three-year gap between involvements in a project funded under the HERDSA grants scheme. For example, member of a project funded in the 2023 round should only be involved again in a 2026 application (see the 'researcher development' section for exceptions).

Grant category Indigenous/First Nations

- Priority for one grant will be given to applicants identifying as Indigenous/First Nations (e.g., Aboriginal, Torres Strait Islander, Māori or Pacific Nations).
- Those applicants must be part of the research team (team leader or member). They must have a significant role in the project or there must be a clear researcher development focus.

Researcher development focus for project teams

- HERDSA welcomes if projects contain researcher development components for members of the project team.
- The project team can be composed of experienced and novice researchers. It should be stated who carries out which research tasks, and how less experienced team members will be mentored.
- A researcher who has benefitted from mentoring in one project can take part in subsequent projects prior to the three-year gap stipulated under 'Eligibility'. For example, a researcher being mentored in a project funded in 2023 can be part of a grant application in 2025 (the application should outline the relationship between the projects in terms of researcher development).

Grants funds guidelines

In general, grant funds may be used for
- Salaries, e.g., research assistants
- Project costs, e.g., transcriptions costs, compensation for research participants, statistics consultations
- Minor operation expenses, e.g., catering, administration, materials
- Travel and accommodation, e.g., for travel to project partners (provide justification why virtual communication is not sufficient).

In general, grant funds may not be used for
- Salaries of project team members
- Conference travel or registration
- Journal publication costs
- HERDSA membership fees
- Purchasing of equipment or technology (software purchase in not recommended but a justification may be considered).

The budget items need to align with the project plan and must be justified. Enough details must be provided to allow for the appropriateness of the costs (e.g., hourly rates for research assistants and overheads charged). Details of additional funding or in-kind support should be listed.

For cost that occur in Australia please state the GST component. For costs in other countries provide GST-inclusive figures. The total funds available per grant are AUD5000 plus the Australian GST components.

Grant project dissemination plans

- Project outcomes must be of direct relevance to HERDSA members and must be disseminated through HERDSA activities, e.g., branches, annual conference, and publications.
- Submissions to the HERDSA journals HERD and ASRHE are highly recommended.
- Outcomes can also be disseminated in other fora and publications provided that HERDSA is promoted and acknowledged as the funding provider.

Grant application process

- Grant applications should be made on the HERDSA Grant application from and submitted to the HERDSA office within the advertised timeframe (send to office@herdsa.org.au).
- All questions related to the project application and submission should be directed to the HERDSA office (office@herdsa.org.au).

Grant review and assessment process

- Applications will be single blind reviewed by three reviewers (the reviewers know the identity of the applicants; reviewers will be drawn from the HERDSA community and the HERDSA Executive) who will provide feedback and make recommendations to support or not to support the application for funding.
- Applicants may be requested to modify the application as a result of reviewer feedback and comments. If considered necessary, the application will be returned to the reviewers for further comment and final recommendation.
- The HERDSA Executive makes the final decision on successful grants.
- The applicants will be advised of the outcome in writing. Grant recipients must confirm their ability to undertake the project as approved.
- Successful grant recipients will be announced at the annual HERDSA conference and project descriptions added to the HERDSA website.

Public information about grants

- On award project title and description as well as names and affiliations of the research team members are made available on the HERDSA website.
- On project conclusion (or earlier/later as applicable), links to publications related to the project are added to the HERDSA website.

Expectations on grant recipients

- Grant holders are expected to submit a progress report (by 31 January in the year following the award) and a final report on project conclusion (by 30 June in the year following the award). The reports will be confidential to the HERDSA Executive and will inform future grant application rounds.
- Grant holders may be called on to participate in workshops or seminars HERDSA provides in support of researcher development (e.g., to assist with scoping a grant application or in scoping of research projects).

Inability to complete the project

- In the event the grant recipient is unable to complete the project as approved, they must contact the HERDSA office immediately. Consideration on other ways the grant outcomes might be achieved may be discussed.
- In the event the project cannot be progressed, remaining funds must be returned to HERDSA with a statement of acquittal of funds.

Timeline Summary 2022- 2023

Call for Grant Proposals	November 2022

Closing Date for Grant Proposals	28 February 2023
Grant applicants informed of outcome	End of May 2023
Grant recipients announced at HERDSA 2023 conference; names of recipients and project abstracts listed on HERDSA website.	July 2023
Progress report due	31 January 2024
Final project report due	30 June 2024
Dissemination of project findings	ongoing