

Research Grant Program 2024

Application Form

How to submit your application

Please complete your application electronically using this application form.

Applications must be submitted by email to research@vba.vic.gov.au by **midnight on Tuesday 2 April 2024**. Late applications, and applications in alternative formats, will not be considered.

Visit the [VBA website](https://www.vba.vic.gov.au/about/research/research-grant-program) (<https://www.vba.vic.gov.au/about/research/research-grant-program>) for further information about the Research Grant Program.

Checklist

Before you submit your application, please check that you have completed the following sections of the application form:

- ☐ **Part A:** Applicant Details
- ☐ **Part B:** Research Overview
- ☐ **Part C:** Research Deliverables
- ☐ **Part D:** Research Methodology
- ☐ **Part E:** Research Personnel
- ☐ **Part F:** Research Partners
- ☐ **Part G:** Budget
- ☐ **Part H:** Risks and Mitigation Strategies
- ☐ **Part I:** Confidentiality and Publication
- ☐ **Part J:** Conflicts of Interest
- ☐ **Part K:** Applicant Declaration and Signature

VBA Research Grant Program 2024

APPLICATION FORM



Part A: Applicant details

Entity (institution) name

Faculty/Centre name

Name of lead contact and person making the application on behalf of the entity

The VBA will send all communication about the application to the key contact listed in this section.

Position title of person making the application

Phone number

Email address

Entity postal address

Entity Australian Business Number (ABN)

Are there any personal circumstances or accommodations that you would like considered in the assessment of your application?

☐ Yes

☐ No

If yes to the previous question, please advise of these circumstances and accommodations?

VBA Research Grant Program 2024

APPLICATION FORM



Part B: Research Overview

Title of proposed research (*maximum 30 words*)

Which of the following themes does the proposed research align with?

- ☐ Addressing one or more of the Authority's [regulatory priorities](#):
- ☐ [Water](#)
 - ☐ [Fire safety](#)
 - ☐ [Product safety](#)
 - ☐ [Solvency of building companies](#)
 - ☐ [Practitioner capacity and capability](#)
 - ☐ [Practitioner competency](#)
- ☐ Identifying and addressing a new or emerging harm from products, materials, practices, or technologies in the built environment.

Specify the research question (*maximum 100 words*)

Specify the research objective(s) (*maximum 200 words*)

VBA Research Grant Program 2024

APPLICATION FORM



Part B: Research Overview *(continued)*

Explain the problem the research intends to address *(maximum 500 words)*

Please ensure that you demonstrate a good understanding of current relevant research, and use relevant and credible sources to demonstrate the problem the research intends to address.



Part B: Research Overview *(continued)*

Explain the problem the research intends to address *(continued)*



Part B: Research Overview *(continued)*

What is the intended impact(s) of the proposed research, and for each impact, how do you propose to measure it? *(maximum 500 words)*

VBA Research Grant Program 2024

APPLICATION FORM



Part B: Research Overview *(continued)*

Specify:

The overall project duration (in months from commencement):

--

The overall budget (\$) for the proposed research *(excluding GST)*:

--

The financial contribution (\$) sought from the VBA *(excluding GST)*:

--

Are you seeking a non-financial contribution from the VBA towards this research?

☐ Yes

☐ No

If you answered yes to the previous question, describe the non-financial contribution sought from the VBA, and the extent to which achievement of the research objective is dependent on this contribution.

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Is the proposed research subject to ethics approval from your educational institution or other body?

☐ Yes

☐ No



Part B: Research Overview *(continued)*

If you answered yes to the previous question, explain issues related to human subjects, data privacy and conflicts of interest, and detail plans for obtaining the necessary approvals.

If you need additional space to describe these issues, provide information about those risks in a separate document attached to the application.

Have additional issues related to human subjects, data privacy and conflicts of interest, or plans for obtaining necessary approvals been set out in an attachment to this application form?

☐ Yes

☐ No

VBA Research Grant Program 2024

APPLICATION FORM



Part C: Research Deliverables

Specify the research deliverable(s) and expected timeframe for delivery.

If there are more than five deliverables, list them in an attachment to the application form.

Deliverables

No.	Deliverable	Delivery date (in months from commencement)
1		
2		
3		
4		
5		

Have additional deliverables been set out in an attachment to this application form?

☐ Yes

☐ No



Part D: Research Methodology

Provide an explanation of the research design and methodology (maximum 1,000 words)

The methodology should clearly describe how the research objectives and deliverables will be met. Research methods should be appropriate for the research question, objectives, and proposed duration of the research, and include collaboration with a range of relevant industry stakeholders. If the proposed research is reliant on data from sources outside your education institution, explain what data will be sourced, where and whom it will be sourced from, and how it will be sourced. You may include diagrams as an attachment to the application form.



Part D: Research Methodology *(continued)*

Provide an explanation of the research design and methodology *(continued)*

Have diagrams or further information about research design and methodology been set out in an attachment to this application form?

☐ Yes

☐ No



Part E: Research Personnel

Provide the name, role and contact details of all educational institution personnel involved in the research and attach a research/academic biography for each person to the application (maximum one A4 page per person). The lead researcher's biography must include hyperlinks to examples of their written work.

Lead researcher

Title, name and post-nominals

Position at institution

Faculty/Research Centre

Email address

Other research team personnel

If there are more than three research team personnel, provide information about those additional project personnel in a separate document attached to the application, in the format set out below.

Person 1

Title, name and post-nominals

Position and Faculty/Research Centre

Role on research team

Email address

Person 2

Title, name and post-nominals

Position and Faculty/Research Centre

Role on research team

Email address

Person 3

Title, name and post-nominals

Position and Faculty/Research Centre

Role on research team

Email address

VBA Research Grant Program 2024

APPLICATION FORM



Part F: Research Partners

Do you intend to partner with others outside the university to deliver the research?

For example, with researchers at other educational or research institutions, industry, or government by them providing a financial and/or in-kind contribution to the research.

☐ Yes

☐ No

If you answered yes to the previous question, specify the proposed partner details in the table below, including a dollar value for their proposed financial and/or in-kind contribution, and whether their participation has been confirmed.

If there are more than four partners, provide information about those additional partners in a separate document attached to the application, in the format set out below.

Partner name	Partner description (Education, industry, government, etc)	Contribution (Financial and/or in-kind support and \$ value of each)	Role	Partnership status (Confirmed/ not confirmed)

Have additional partners been set out in an attachment to this application form?

☐ Yes

☐ No

VBA Research Grant Program 2024

APPLICATION FORM



Part G: Budget

Set out the budget for the proposed research in the following table:

No.	Income source	Cash (\$)	In-kind (\$)	Total (\$)
1	Amount sought from the VBA			
2	Amount to be committed by your education institution			
3	Amount to be committed (confirmed) by: <ul style="list-style-type: none"> • Foundations/trusts • Industry partners • Government partners (excluding the VBA) • Other 			
4	Amount requested but unconfirmed from: <ul style="list-style-type: none"> • Foundations/trusts • Industry partners • Government partners (excluding the VBA) • Other 			
	Total income			

No.	Proposed expenditure	Cash (\$)	In-kind (\$)	Total (\$)
1	Salaries and wages			
2	Office supplies			
3	Advertising and/or promotion			
4	Travel			
5	Other projected costs or overheads			
	Total expenditure			

Have you received, or applied for (and may be awaiting decision on) financial and/or in-kind support for the proposed research from any other potential source of financial and/or in-kind support?

If yes, provide information about the financial and/or in-kind support sourced, or sought, as an attachment to this application.

- ☐ Yes
- ☐ No

VBA Research Grant Program 2024

APPLICATION FORM



Part H: Risks and Mitigation Strategies

Identify risks to the successful delivery of the research, and how those risks will be mitigated.

To provide assurance to the VBA that the research objectives can be met, identify risks to the achievement of the research objectives and mitigation strategies. The identified risks should include, but are not limited to: schedule risks (risks related to timeframes), cost risks (risks related to the budget), quality risks (risks that may affect the quality of the research deliverables), scope risks (risks that affect the research scope), governance risks (if other partners are involved), and human resource risks (risks of not having the appropriate expertise involved).

If there are more than six identified risks, or if you need additional space to describe risks, provide information about those risks in a separate document attached to the application, in the format set out below.

Risk	Likelihood (Rare, unlikely, possible, likely, certain)	Impact (Negligible, minor, moderate, major, catastrophic)	Risk mitigation strategy (The action that will be taken to reduce the risk to the achievement of research objectives)

Have additional risks been set out in an attachment to this application form?

☐ Yes

☐ No



Part I: Confidentiality and Publication

Explain your procedural and risk management plans for publication and/or use, reproduction, circulation or disclosure of confidential material and intellectual property.

Publication of the research and release of information related to this research may require consent or licensing arrangements from the VBA and/or project partners.

VBA Research Grant Program 2024

APPLICATION FORM



Part J: Conflicts of Interest

To the best of your knowledge, are there any actual, potential or perceived conflicts of interest between the lead contact, research personnel or proposed research partners and the VBA, VBA employees (including contractors) or any member of the [VBA Board](#)?

☐ Yes

☐ No

If you answered yes to the previous question, declare the conflict(s) of interest in the table below.

If there are more than four conflicts of interest, or if you need additional space to describe conflicts, provide information about those conflicts in a separate document attached to the application, in the format set out below.

Name	Role	Description of conflict of interest

Have additional conflicts of interest been set out in an attachment to this application form?

☐ Yes

☐ No

VBA Research Grant Program 2024

APPLICATION FORM



Part K: Applicant Declaration and Signature

Please read and complete the following declaration.

I declare that:

- ☐ The information provided by me in this application form is true and accurate, and I submit this application is based on my own investigations and determinations and I have used my own endeavours and efforts to verify the accuracy of all information supplied to and relied on by the VBA.
- ☐ I understand that the VBA may, in its absolute discretion, grant, not grant, or grant on any conditions that the VBA considers appropriate, any funding or other accommodation and that nothing in this application form will be taken as any promise that the VBA will grant funding or other accommodation.
- ☐ All relevant Conflicts of Interest have been declared in this application form, and I undertake to immediately notify the VBA of all conflicts of interest arising after this application form is submitted but before any formal funding agreement commences.

Signature of applicant on behalf of the Entity making this application:

Date of signature:

Name

Position

Entity