

# Research Grant Program 2022

Please complete this application and any additional documents digitally

## Checklist

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

- Part A:** Application 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

## How to submit your application

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Applications must be submitted electronically by email to [research@vba.vic.gov.au](mailto:research@vba.vic.gov.au) using this application form by **midday on Monday 14 March 2022**. Late applications, and applications in alternative formats, will not be considered.

**Note:** Before submitting this application, you will be asked to declare that the information contained in this application form is not false, inaccurate or misleading. A grant of funding from the VBA is conditional on this information being accurate and not misleading (whether intentionally or not).

Visit the [VBA website \(www.vba.vic.gov.au\)](http://www.vba.vic.gov.au) for further information about the Research Grant Program.

## Part A: Applicant details

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### 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

### Phone number (mobile)

### Email address

### Entity (institution) name

### Faculty / Centre name

### Entity postal address

### Entity Australian Business Number (ABN)

## Part B: Research Overview

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**Title of proposed research** (*maximum 30 words*).

**Specify the research question** (*maximum 100 words*).

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

*The proposed research should address a problem/issue that is, or is likely to be, contributing to water ingress/moisture damage in Victorian buildings, or caused by water ingress/moisture damage. The research should provide evidence-based insights that have the potential to lead to one or more of the following: improved building and/or plumbing practices; improved skills and competencies for building practitioners, plumbing practitioners and tradespersons; and potential reform to codes, standards or the regulatory framework.*

**Part B: Research Overview (cont.)**

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

**Part B: Research Overview (cont.)**

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

**Explain how the proposed research is relevant to the regulation of the building and plumbing industries**  
*(maximum 350 words)*

**Part B: Research Overview (cont.)**

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**Specify the intended research impact** (*maximum 500 words*)

## Part B: Research Overview *(cont.)*

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**Explain how your proposed research aligns with the VBA’s strategic research objectives of safe (or safer) building and plumbing work with fewer major defects, and/or skilled and competent practitioners *(maximum 350 words)*.**

**Explain the benefits of the research for consumers, industry, the VBA and your educational institution *(maximum 350 words)*.**

## Part B: Research Overview *(cont.)*

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Specify:

The overall project duration (in months from commencement)

The overall value (\$) of the 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

Describe the non-financial contribution sought from the VBA (if any).

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

Yes

No



## Part C: Research Deliverables

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**Specify the research deliverable(s) and expected timeframe for delivery (in months from commencement).**

*If you require more rows, provide them as an attachment to the application form.*

### Deliverables

No.	Deliverable(s)	Delivery date <i>(in months from commencement)</i>
1		
2		
3		
4		
5		

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

Yes

No

## Part D: Research Methodology

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

*You must demonstrate how the methodology will support achievement of the research objectives and deliverables. If the proposed research is reliant on data from sources outside your education institution, explain what data will be collected and where/whom it will be sourced from. You may include diagrams as an attachment to the application form.*

**Part D: Research Methodology (cont.)**

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

## Part E: Research Personnel

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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).

### 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, please 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

## Part F: Research Partners

Do you intend to partner with others to deliver the research?      Yes      No

*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.*

**If yes, please specify the partner details in the table below, including a dollar value for their financial and/or in-kind contribution.**

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

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

Have additional partners been set out in an attachment to this application form?      Yes      No

## Part G: Budget

Please set out the budget for the research using the table below.

No.	Income	Cash (\$)	In-kind (\$) (Staff time)	Total (\$)
1	Funding sought from the VBA			
2	Amount to be committed by your education institution			
3	Amount of confirmed funding from:			
	• Foundations / trusts			
	• Industry (companies or associations)			
	• Other government bodies			
4	Amount of funding requested but unconfirmed from:			
	• Foundations / trusts			
	• Industry (companies or associations)			
	• Other government bodies			
5	Other sources of income relevant to the research			
	<b>Total income</b>			
No.	Proposed expenditure	Cash (\$)	In-kind (\$) (Staff time)	Total (\$)
1	Salaries and wages			
2	Office supplies			
3	Advertising and/or promotion			
4	Travel			
5	Other projected costs or overheads			
	<b>Total expenditure</b>			

Have you sourced, or applied for (and are awaiting decision on) financial and/or in-kind support for the proposed research from any other grant program? (If yes, please provide information about the financial and/or in-kind support sourced, or sought, as an attachment to this application).

Yes

No

## Part H: Risks and Mitigation Strategies

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

To build confidence that research objectives can be met, please identify relevant risks to achievement of the research objectives and appropriate mitigation strategies. These 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 scope of research), 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 risks, please provide information about the additional risks in a separate document attached to the application, in the format set out below.

Risk	Likelihood <i>(Rare, unlikely, possible, likely, certain)</i>	Impact <i>(Negligible, minor, moderate, major, catastrophic)</i>	Risk mitigation strategy

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

Yes

No

## **Part I: Confidentiality and Publication**

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**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.**

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



## Part J: Conflicts of Interest

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

Yes

No

*Note: An “Interest” is, generally, a material interest a person has that is relevant to the subject matter of the application for or grant of funding for the research and can include personal, professional, ethical, financial and non-financial interests. An interest can also be current, contingent or can arise in the future. A “Conflict of Interest” typically arises where a person has a material Interest which influences that person or is incompatible or in competition with another party’s interests (such as the VBA in granting the funding), whether actually, potentially or would be perceived as such.*

**If yes, please 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, please 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

## Part K: Applicant Declaration and Signature

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**Please sign and date below. By signing this application form, you are confirming that all the information in this application is true and accurate, and acknowledge the following:**

I declare that the information provided by me in this application is true and accurate, and I submit this application based on my own investigations and determinations and 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 at its sole discretion may agree to grant, or not grant, or grant on any conditions that the VBA considers appropriate, any funding or other accommodation and that nothing in this application form can be taken as any promise that the VBA will grant funding or other accommodation.

I declare that, based on my investigations and determinations, all relevant Interests and Conflicts of Interest have been declared in this application form, and I undertake to notify to the VBA 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:**

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**Name**

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**Position**

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**Entity**

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