

## Office of Research Funding Policy

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**Policy Code:** RES-01      **Version:** 6.0      **Effective Date:** 22 May 17

### Purpose:

This policy provides details on the overview, scope and management of funding programs and opportunities undertaken by the Office of Research.

**Definition of “College”** – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

### Scope:

- All permanent staff
- All contract academics
- External researchers

### Policy Statement:

The College is committed to provide a solid supportive research infrastructure for staff and external researchers to undertake research. This policy provides the overview of all programs, schemes and grants to be funded through the Office of Research in order to achieve this goal.

This policy applies to all College permanent staff members and contract academics.

The College in its sole discretion reserves the right to modify the Office of Research Funding Policy at any time. The funding of programs associated with the Office of Research and informed by this policy will be managed over a financial year. A substantial amount of measurable research output will be supported by this policy by ensuring appropriate and judicious management of the research funds available through the College.

The Office of Research will keep records on the allocation of funds under this policy and the research output as supported by this policy.

## Research Program Fund

### Overview

A portion of research funds will be allocated to support independent research projects undertaken by experienced researchers which align with the Research Priorities for the College (see Statement on Research Priorities). Dispersment of these funds will be through a competitive process which will require applicants to propose research projects aligned to one of two grant opportunities. Dissemination of the available funds for these grants will be determined by the Research Management Committee based on merit alone. In the event the submitted applications which are approved by the Research Management Committee do not reflect the total available funds, these funds will be accrued to the following financial year.

To ensure adequate time for high quality submissions to these grants, the funding rounds will be annual. Advertisement will take place through professional associations, Endeavour alumni and external research institutions for at least 30 days prior to submission deadline. The Research Management Committee may choose, at their discretion, to specify a topic or theme which will be prioritised above the other criteria for the forthcoming grant rounds. Applicants will be notified within 60 days of submission deadline following review by the Research Management Committee.

### Applicant Eligibility for Endeavour Research Grants

- Only one proposal per applicant will be accepted by the Research Management Committee for any grant type in any application cycle.
- An applicant may not apply for more than one proposal during an application period.
- An applicant may not hold more than one grant as the principal investigator from the College at any one time.
- There are no restrictions on who is listed as a collaborator but all collaborators must be included within the proposal.
- Each grant application must include a collaborator who is affiliated with Endeavour.
- If an application has been turned down by the Research Management Committee the principal investigator is allowed one re-submission of a revised proposal on the same subject. Revised proposals must indicate changes from previous proposals.

- Supplementation of funding from other grant sources must be approved by the Research Management Committee if not described in the original research plan.
- Awards from other sources may be approved by the Research Management Committee if the investigator submits a satisfactory plan to address any budgetary overlap.
- The final amount approved for funding for any grant application is at the discretion of the Research Management Committee and may be less than proposed by the applicant. Such decisions will be made by the committee based upon availability of funds and proposed project scope.

### Payment Schedule

Grant funds will be paid to the researcher group following notification of application success within 45 days of receipt of funding request from the host institution. Ten percent of the total grant award will be withheld by the College, to be released upon receipt of an acceptable research project final report within 6 months of the due date.

### Research Program Fund available grants:

**Value:** Maximum of \$3000 within 12 months

**Description:** This grant will fund quality research projects which aim to gather preliminary data in an undeveloped field of research in order to explore the potential need for or value in future substantive research. The funding for this grant is only permitted to cover direct project costs excluding staff costs. Up to 10% of total grant funds may be committed to research dissemination such as open access publication or research conference presentation. Research dissemination funds are released upon approval by the Research Management Committee of appropriate dissemination forums.

**Overview of Management:** Applicants for this grant will be required to submit an application which outlines:

- Research proposal
- References
- Investigator time commitment to the proposed project
- Quality and capability of research team relevant to the proposal
- Investigator track record including Top 5 publications in the last 5 years

All submissions will be assessed by the Research Management Committee and rated using the assessment criteria outlined in the [Instructions for Endeavour Research Grants](#). Successful projects will be listed with the [Office of Research Project and Publication Database](#).

**Applicant Eligibility:** As outlined above.

### **Endeavour Research Project Grant**

**Value:** Maximum of \$7000 per year for up to 3 years

**Description:** This grant is able to support the creation of new knowledge by funding research projects in any area relevant to complementary and alternative medicine. Each grant application must include a collaborator who is affiliated with Endeavour. The funding for this grant is only permitted to cover direct project costs including staff costs where appropriate. Up to 10% of total grant funds may be committed to research dissemination such as open access publication or research conference presentation. Research dissemination funds are released upon approval by the Research Management Committee of appropriate dissemination forums.

**Overview of Management:** Applicants for this grant will be required to submit an application which outlines:

- Research proposal
- References
- Investigator time commitment to the proposed project
- Quality and capability of research team relevant to the proposal
- Investigator track record including Top 5 publications in the last 5 years

All submissions will be assessed by the Research Management Committee and rated using the assessment criteria outlined in the [Instructions for Endeavour Research Grants](#). Funding will be provided on a pro rata basis and continued funding for projects planned for longer than 12 months will be reviewed by the Research Management Committee annually with approval for continued funding based on progress to date. Successful projects will be listed with the [Office of Research Project and Publication Database](#).

## **Research Support Funds for Endeavour Staff and Students**

The College acknowledges the importance of collaboration and dissemination of research to support the development of research in complementary and alternative medicine. Financial support is available for permanent staff and contract academics of the College who are enrolled in research higher degrees to facilitate these important aspects of engagement with the wider research community.

### **Applicant Eligibility for Endeavour Research Support Funding Schemes**

Applicants must:

- Be enrolled in an approved research higher degree

- Be either permanent staff or contract academics for the College (priority given to permanent staff)
- Not have exceeded the maximum allowed funding for the scheme
- Have complied with the reporting requirements for any previously awarded funding scheme (even if it is for a different scheme)
- Be formally enrolled at the time and NOT on:
  - Leave of absence, or
  - Under examination for their research degree
- Be undertaking a project listed with the [Office of Research Project and Publication Database](#).

### Endeavour Staff Research Conference Fund

**Value:** Australia and New Zealand – up to \$700; International – up to \$1500

**Description:** The Research Conference Fund is available to all permanent staff and contract academics (priority given to permanent staff) who are enrolled in a postgraduate course with a research component as a contribution towards costs for travel to a national or international conference to present the findings of their research. The grant will be permitted to cover travel, accommodation and registration costs directly related to the location and duration of the conference.

**Overview of Management:** Applicants for this grant will be required to submit an [Staff Research Conference Fund Application Form](#). The grant is competitive and allocation will be determined by the Research Management Committee in line with the [Staff Research Conference Fund Instructions](#). Applications for this grant will be invited four times each year to support travel occurring according to the schedule outlined in the [Staff Research Conference Fund Instructions](#).

Successful applicants will be required to share their presentation with the College community as determined by the Office of Research and agreed upon by the recipient. In addition, a summary of their experience and new knowledge gained through attendance at the conference must be provided to the Office of Research following the event (using the [Research Conference Experience Summary form](#)).

Receipt of this funding is restricted to twice for staff enrolled in doctoral degrees (and once in a calendar year), and once for Masters students. Applicants who have matriculated from a Masters to a doctoral degree are cumulatively allowed two awards. Staff who are awarded the grant are also permitted to apply for professional development funding for additional

costs not covered by the grant in line with the professional development policy, however a clear description of budgetary overlap by each funding source must be provided.

In the event that the student is required to submit an application prior to receiving notification of abstract acceptance, then the Research Management Committee may choose to provide approval pending acceptance of the abstract. Should a successful applicant be unable to attend or present at a conference as outlined in their application then they are required to notify the chair of the Research Management Committee explaining the change. Such a change may result in an alteration to the funding arrangements including cancellation of the approved funding or reimbursement of paid monies. .

### Endeavour Staff Collaborative Research and Mentoring Fund

**Value:** Maximum of \$5000 per annum

**Description:** This fund is available to permanent staff and contract academics of the College who are enrolled in research higher degree, with priority given to permanent staff. The purpose of this fund is to enable and facilitate academics who would benefit from intensive collaboration or mentorship with national or international experts in their field of research for up to 90 days. The fund will be permitted to cover travel, accommodation and resources as necessary. Staff will be further supported by releasing them from their duties through granting Extraordinary Professional Development Leave.

**Overview of Management:** Applicants for this grant will be required to complete and submit an [Staff Collaborative Research and Mentoring Fund Application Form](#). Support from the fund is competitive and allocation will be determined by the Research Management Committee in line with the [Staff Collaborative Research and Mentoring Fund Instructions](#).

The successful applicant/s will be required to provide a measurable return to the research capacity and activity of the College. Only one round will be considered per year and academics will only be eligible to receive support from this fund once over the course of their candidature. In the case of individuals transferring enrolment from a research-based Masters to a Doctor of Philosophy, receipt of this grant will only be permitted once over the course of their *combined* candidature.

Applications must include a letter of support from the applicant's direct line manager at the College including a resource plan outlining how the applicant's job role and responsibilities will be managed during their period of leave. Applications must also include a letter of support from the expert mentor outlining their availability for the proposed time period in

regards to their ability to provide resources and support to the applicant to achieve the proposed task.

### Honours Research Project Fund

Students enrolled in an Endeavour Honours degree program will be eligible to access up to the Honours Research Project Fund. The fund provides a maximum of \$1000 for students to use for their Honours project under the guidance and recommendation of their supervisor. The funding is only permitted to cover direct project costs including staff costs or project-specific skills training and consumables where appropriate. Up to 50% of total available funds may be committed to Honours research dissemination such as open access publication or research conference presentation. The Honours Research Project Fund are released upon approval by the Research Management Committee.

**Overview of Management:** Applicants for this fund will be required to submit an application which outlines:

- Description of the research project
- Successful commencement of *RESE511 – Research Proposal and Ethics*
- Justification of the relevance and necessity of the funding for the student's project success

### Endeavour Summer Research Scholarship

Students who are accepted into the Endeavour Summer Research Program will be eligible to access the Endeavour Student Summer Research Scholarship. The Scholarship provides a maximum of a \$300 weekly stipend, paid by Endeavour College of Natural Health, for students committing to full time involvement in the Program. The funding is not normally paid during periods away from the College such as during the Christmas break. This allowance may be paid fortnightly, or as one or more lump sum, as determined by the College. Students who wish to be considered for the program must indicate their interest on the application form.

### Summer Research Travel Grant

Students who qualify for the Endeavour Summer Research Program but are not located on the campus where the research project will be managed can elect to be considered for a Summer Research Travel Grant to assist with travel costs. Grants are valued for up to \$500 and will be paid as a one-off payment. The Research Management Committee will determine whether students receive this additional grant. To be eligible for the grant students will need to meet the following conditions:

- Required to relocate to a different city to participate in the program;



- Participate in the program for a minimum of 8 weeks between mid-November to mid-February; and
- Work a minimum of 20 hours per week

If a scholarship recipient withdraws from the program, their scholarship and travel grant (if applicable) will need to be returned in full.

## Research Publication Support

The College supports the dissemination of research to the wider research and practitioner community through peer-reviewed publication. This is achieved by encouraging permanent and contract staff affiliated with the College who disseminate research through peer-reviewed publication, and also through providing funding for open access publishing when appropriate.

### Research Publication Fund

**Value:** \$50-\$200 per publication

**Description:** This award is a financial acknowledgement to non-research only academics and undergraduate students who publish research in a peer-reviewed journal and list their affiliation with the College.

**Overview of Management:** Authors will be required to submit an application for the award to the Office of Research for approval. The award will only be paid once evidence of the publication which fulfils the requirements is made available and approved by the Office of Research. Criteria for eligibility for this award is listed in detail on the [Research Publication Fund Application Form](#). Authors will have the option to choose either a \$50 direct cash award or an allocation of \$200 to an Individual Research Account held by the College for future research activity.

### Direct Research Support for Staff and Students

The College acknowledges that the successful implementation of research projects often requires financial resources for direct research costs. As such, staff and students will have the capacity to accrue funds within an internal Individual Research Account. This account will hold any funds awarded through internal and external schemes and grants for the purposes of research. The funds held within this account must be used for direct research costs associated with a research project and will be determined by the following process:

- Submission of a proposed research project outline to the Research Management Committee using the [Research Grant Program Application Form](#)
- Endorsement of a proposed project by the Research Management Committee



- Approval of the endorsed project by all relevant Human Research Ethics Committees

Research costs may then be reimbursed to the researcher using the Expense Reimbursement Form. Alternatively, purchase orders or invoices may be paid directly by the College. All research expenses, invoices and purchases orders must be approved by the Office of Research prior to submission to the Office of Finance for processing.

### Funding of Open Access Publications

The Office of Research may choose to submit select manuscripts for open access publication in either full open access journals or elective open access in subscription-only journals. The funding of open access publications is managed directly by the Office of Research. All manuscripts submitted for open access publications and funded by the College must:

- Have an Endeavour staff member as lead author
- Be reporting original research
- Be identified by the Office of Research to be of strategic value to the College
- Be submitted to an appropriate journal for highest dissemination and impact relative to the manuscript content

### Related Procedures:

*Nil*

#### Definitions:

**Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

### Further Information:

**Related Policies:** [Professional Development Policy – HE Academics](#)

**Benchmarking:** University of Technology Sydney  
University of Sydney

University of Queensland  
National Health and Medical Research Council  
Australian Research Council

**Supporting Research and Analysis:** Not applicable

**Related Documents:** [Statement on Research Priorities](#)  
[Instructions for Endeavour Research Grants](#)  
[Honours Program Funding Request Form](#)  
[Staff Research Conference Fund Instructions](#)  
[Staff Research Conference Fund Application Form](#)  
[Staff Research Conference Fund Report Form](#)  
[Staff Collaborative Research and Mentoring Fund Instructions](#)  
[Staff Collaborative Research and Mentoring Fund Application Form](#)  
[Staff Collaborative Research and Mentoring Fund Report Form](#)  
[Research Publication Fund Application Form](#)  
[Research Grant Program Application Form](#)

**Related Legislation:** Not applicable

**Guidelines:** Not applicable

<b>Policy Author:</b>	Associate Director - Research
<b>Policy Owner:</b>	Associate Director - Research
<b>Contact:</b>	Office of Research <a href="mailto:amie.steel@endeavour.edu.au">amie.steel@endeavour.edu.au</a>
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<b>Approval Body:</b>	College Council Approved: 11 April 2014
<b>Policy Status:</b>	New
<b>Responsibilities for Implementation:</b>	Office of Research Research Management Committee
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Associate Director - Research</li> <li>• Director of Education</li> <li>• Director, Student Services &amp; Retention</li> <li>• Academic Staff</li> <li>• Students</li> </ul>