



# DISABILITY RESEARCH INITIATIVE GRANTS

## GUIDELINES FOR APPLICANTS

***Applications are invited for the DRI Grants Scheme***  
***Applications Close 12noon on Friday 17 June 2016***

### 1. ABOUT THE DISABILITY RESEARCH INITIATIVE (DRI)

The Hallmark Disability Research Initiative (DRI) was created in response to an emerging desire for interdisciplinary disability research at the University of Melbourne. In mid-2013 four of the University's research institutes held a forum to better understand the research already underway. Following the forum, the DRI was jointly developed by the Melbourne Social Equity Institute, the Melbourne Sustainable Society Institute, the Melbourne Neuroscience Institute and the Melbourne Networked Society Institute, and is hosted by the Melbourne Law School. The aim of the DRI is to help to co-ordinate interdisciplinary projects with the involvement of community partners and those with lived experience of disability. The DRI develops high-quality applied research, policy and education programs.

#### **Research @ Melbourne Alignment**

As one of the first four Research@Melbourne (R@M) Hallmark Initiatives, the DRI provides a co-ordinated focus in disability research aligning with the University of Melbourne 'Grand Challenges' for research. Recognising diversity, complying with international human rights frameworks and seeking to improve inclusion through a social model of disability aligns with the **Place and Purpose** grand challenge of improving all dimensions of the human condition. Designing inclusive and resilient cities and regions that enable persons with disabilities full access to services and resources aligns with the **Sustainability and Resilience** grand challenge.

For the purpose of the DRI Grants, the term 'disability' is defined according to the United Nations Convention on the Rights of Persons with Disabilities (Article 1), which states:

*"Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."*



## 1. PURPOSE OF SCHEME

The Hallmark Disability Research Initiative will award seed funding across priority research areas for projects commencing in 2016. Applicants should apply for a **minimum of \$5,000 and a maximum of \$30,000**. Projects must be **completed by the end of September 2017**.

The scheme supports research teams to initiate small-to-medium scale interdisciplinary research projects that show significant potential for future funding by granting bodies. Projects must address a disability issue and be interdisciplinary in nature. Preferably, the projects will take a rights based approach and will include significant involvement of people with disabilities and their organisations. The DRI is keen to support and enhance the career development of early career researchers [ECRs] by providing opportunities for them to participate and play a significant role within interdisciplinary research teams.

## 2. RELATIONSHIP WITH OTHER FUNDING SCHEMES

There are a number of University schemes to support projects and applicants should consider which scheme is most suitable for their project. Details of other schemes can be found at <http://mro.unimelb.edu.au/content/internal-schemes>. Applications which request funds to supplement another current internal University grant, external grant or research contract will generally be excluded from consideration.

## 3. ELIGIBILITY

- 3.1. Applications are expected to be developed by a proposing Team, and each application must nominate a Coordinating Investigator.
- 3.2. The Coordinating Investigator must hold a salaried academic appointment at the University of Melbourne of at least 0.5 EFT for the duration of the project and the reporting period (September 2017). If the Coordinating Investigator leaves the employment of the University, this responsibility will be transferred to another member of the team.
- 3.3. There are no restrictions on other members of the proposed project team, including international team members.
- 3.4. A simple signoff process will be used. It will be assumed that in submitting an application, all project team members have consulted appropriately with their Heads and Deans and have the time and basic infrastructure resources to pursue the project concerned within the context of existing research, teaching and higher degree supervision responsibilities.



## 4. FUNDING RULES

All requests for funding are to be made through the corresponding Application Forms and associated process. Projects should be costed in line with University policy and are subject to final approval by the Chair and Academic Convenor of the relevant research body.

### Funds may be used for:

- Employing Research Assistants or Research Fellows to undertake the project;
- Employing casual staff to provide development or administrative support;
- Modest and appropriate teaching or marking relief for the Coordinating Investigator and other Investigators on the team (specific justification for this item is required);
- Costs associated with workshops or events, including accommodation and catering;
- Travel costs: bringing overseas or interstate industry partners to the workshop, and modest travel expenses for the lead University coordinator;
- Modest equipment (specific justification for this item is required);
- Support the participation of community organisations or individual members of the disability community in the research project;
- Costs associated with the dissemination and utilisation of the research findings;
- Accessibility costs (for example, for inclusive research, events or dissemination of findings) or,
- Consultant costs for workshop preparation, facilitation and/ or post-workshop follow-up.

### Funds may **NOT** be used for:

- Salary top-ups to existing University of Melbourne staff for additional workload;
- Extensive overseas travel by UoM staff; or,
- Retainer fees for consultants.

## 5. PAYMENT SCHEDULE

The grant will be paid in two or three tranches, linked to key deliverables, as identified in Section 2.6 (Research Schedule) of the grant application form. The payment schedule will be agreed between the Coordinating Investigator and the DRI prior to the commencement of the project.

## 6. APPLICATION PROCESS

It is highly recommended that you discuss your project proposal with the Academic Convenor, Dr Anna Arstein-Kerslake, or Chair, Professor Keith McVilly, prior to submitting your application. Contact details can be found at the end of this document.

The application process has two stages. The first stage is for proposing teams to complete the official application form. The Selection Committee will then shortlist applications. Shortlisted



applications will then be invited to give a presentation to members of the Selection Committee on their project. The Selection Committee will then decide how to allocate the funding.

Applications must be made on the official application form and include all supporting documentation (i.e. CVs of the Coordinating Investigator and other team members, letters of support from partner organisations).

For the Coordinating Investigator and for each Team member, provide a statement of no more than one page in total including (a) current position, (b) expertise relevant to the proposed role in the current proposal, including track record of prior collaboration, and (c) a representative list of grants and/or publications in areas relevant to the proposal.

- Applications close on 12noon Friday 17 June 2016. Late applications will not be accepted.
- Proposals should be submitted by the deadline, via email to [disability-research@unimelb.edu.au](mailto:disability-research@unimelb.edu.au) in a single file (PDF or DOC format)
- Email Subject and Applications must use the filename format:
- Year-DRI-Application-Initial+Last Name e.g. 2016-DRI-Application-JDoe

## 7. ASSESSMENT CRITERIA

### Suitability of the project team (30%)

- Does the proposal involve an inter-disciplinary team of academic staff with appropriate and complementary expertise for the proposed project?

### Project Quality (50%)

- Does the proposed research address an area of disability rights (e.g. the right to health, the right to be included in the community, the right to education, or the right to access cultural materials)?<sup>1</sup>
- Does the project respond to the expressed needs of the relevant disability community?
- Does the project demonstrate innovation in at least one of the following areas: methodology and design; area of focus; conceptual approach and analysis; potential impact and engagement?
- Is the proposal likely to generate new research activities? What are the intended short- and long-term impacts of the project?
- Does it show potential for future funding by granting bodies?

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<sup>1</sup> See the United Nations Convention on the Rights of Persons with Disabilities.



## Feasibility and Outcomes (20%)

- Is the proposed project budget aligned with the claimed outcomes?
- Has the project identified and engaged with key target audiences, including Disabled People's Organisations (DPOs), for the project outcomes?

## 8. CONDITIONS OF GRANT

8.1. Grant Offers must be accepted in writing by the Coordinating Investigator and their Head of Department/School.

8.2. Successful applicants must provide appropriate acknowledgement of DRI support when communicating project outcomes.

8.3. The Coordinating Investigator

8.3.1. Will be the contact person for all administrative matters to do with the project and is responsible for internal reporting requirements.

8.3.2. Must ensure that the research is conducted in accordance with University policy, including compliance with the Code of Conduct for Research and policies on human research ethics, animal experimentation ethics, requirements of the Office of Gene Technology Regulator, health and safety and intellectual property. No project may proceed unless the appropriate ethical or other required clearances have been obtained.

8.3.3. Must comply with any instructions or conditions in the Offer of Grant relating to approved items of expenditure. This includes entering into a Collaboration Agreement with external parties involved in the project.

8.3.4. Is responsible for ensuring that the expenditure of the grant is broadly in accord with the budget presented in the application and is consistent at all times with the nature and aims of the specific project approved and the objectives of the Scheme.

8.3.5. Will be required to provide reports and presentations on the progress and outcomes of the project at the times and in the form requested by the Selection Committee from time to time, *with a formal final report required on the outcomes of the project by October 2017*. Summaries of projects funded and project final reports may be published.

8.4. The Disability Research Initiative:

8.4.1. Will assign a DRI advisor to oversee and support the project team.

8.4.2. Will arrange project kick-off meetings, a mid-term review and an end of project review with the Coordinating Investigator. Other members of the team who wish to attend are most welcome.



8.4.3. Will use project information for promotional purposes.

8.5. The project must be completed by September 2017.

## 10. GENERAL ENQUIRIES

If you have any general enquiries about the scheme, please contact [disability-research@unimelb.edu.au](mailto:disability-research@unimelb.edu.au) or

- Dr Anna Arstein-Kerslake, Academic Convenor, Disability Research Initiative on +61 3 8344 3806 or [anna.arstein@unimelb.edu.au](mailto:anna.arstein@unimelb.edu.au)
- Professor Keith McVilly, Chair, Disability Research Initiative on +61 3 8344 5366 or [keith.mcvilly@unimelb.edu.au](mailto:keith.mcvilly@unimelb.edu.au).