

## *Humanities Research Grants 2012 – Guidelines for Applicants*

In 2012, there will be three rounds of funding offered through the Humanities Research Grants to support new research and research-related activities in the Division, offering a maximum of \$6,000 per application.

Humanities Research Grants are open to applications from:

- individual researchers (may include a co-investigator);
- Research Clusters & Networks within the Division;
- informal or occasional groups of researchers in the Humanities (such as to convene a conference or similar event).

Important points to note:

1. These Grants will replace the current funding scheme for Research Clusters and Networks in the Division.
2. Only one individual grant application may be submitted in each calendar year (but a researcher applying for an individual grant may also be included in an application from a Research Cluster, Network or group for a different project).
3. Principal investigators must be permanent academic staff in the Division of Humanities.

The closing dates for 2012 applications are:

- 1<sup>st</sup> round: January 31, 2012;
- 2<sup>nd</sup> round: June 30, 2012;
- 3<sup>rd</sup> round: October 31, 2012.

Funding from the first two rounds should be expended by the end of 2012; funding from the 3<sup>rd</sup> round may be carried over for expenditure by March 31, 2013.

Researchers in the Division are encouraged to apply for University of Otago Research Grants for projects which require funding beyond the limit available in the Humanities Research Grants scheme.

Application forms are available from the Humanities website at <http://www.otago.ac.nz/humanities/policies/index.html#research>.

Applications should be submitted to the Associate Dean (Research), Humanities Divisional Office. Applications will be assessed by the Divisional Research Committee at the earliest opportunity after the closing date for each round with the aim of approved funding normally being available for expenditure within a month of the round's closing date.

Applications should be for a specific project, or a clearly defined component of an ongoing research programme. They should indicate the aims of the research, how it will be conducted, and what outcomes it is expected to produce, and must have a clearly costed and fully justified budget. The research outputs for the proposal must be achievable by or near the end of the grant period.

Where funding for a related project has already been granted from any source, a full explanation of the relationship between the two projects must be given.

Applicants who already hold large research grants will only be granted funding for distinctly new areas of enquiry.

### **What Can Be Applied For**

The general categories of assistance that will normally be considered for funding include:

- **Salaries** for research assistants undertaking clearly defined work relating to the project, where the work being conducted is of a repetitive nature e.g. transcribing, testing samples etc. Intellectual, evaluative work is expected to be conducted by the principal investigator and will not be eligible for funding.
- **Travel, Accommodation and other related costs** where this is essential for conducting the research or for hosting a symposium or conference at Otago.
- **Materials and Running Costs** essential to conducting the research where these are clearly shown to be above normal base-level research funding (see below).
- **Other Items** essential to conducting the research (e.g. koha), where these are not specifically excluded (see below), and book subventions.
- **Approved variations to the above.**

### **What Can Not Be Applied For**

The following will not normally be considered for funding:

- **Base-level research funding.** All academic staff are expected to conduct research and the basic costs of the *copying, printing, computer use, library interloans and communications* that this involves are provided for in Departmental allocations. HRG funding for such items will only be considered where it can be shown that the research will involve abnormally high expenditure in these categories.
- **Library Purchases.** Normal purchases of library resources are covered by Departmental Library allocations. HRG funding for such purchases will only be considered where it can be shown that specific items essential to the research cannot be acquired in this way.
- **Equipment**, including computer equipment, is normally purchased through Divisional or University Equipment funds. HRG funding for such purchases will only be considered where it can be shown that specific items essential to the research cannot be acquired in this way.
- **Conference Travel**, for staff to attending a conference
- **Research and Study Leave Support**

## Assessment Criteria

The general factors that are taken into account in assessing applications include:

- **Clarity of the research proposal:** are the aims, methods and expected outcomes of the proposed research clearly explained?
- **Clarity about the contributions of individual collaborators:** has the Principal Investigator detailed the contribution of each collaborator?
- **Quality of the proposed research:** will it provide an extension to current knowledge?
- **Realistic objectives:** can the aims outlined in the application be achieved within the time period? Does the applicant have other research commitments that might impede the success of this project?
- **Budget justification:** are the requested items appropriately costed and fully justified?
- **Ethical approval:** has approval been granted for research involving human or animal subjects? Applicants should note monies cannot be uplifted until required Ethical approval has been granted.
- **Funding eligibility:** is the project eligible for funding from other sources?

## Expected Outcomes

Applicants are reminded of the need to specify clearly what outcomes they anticipate as a result of the research/project.

## Final Reports

A final report must be completed and returned to the Divisional Office no later than three months after end of the period for which the grant was awarded. The prescribed form is available on the Humanities website at: <http://www.otago.ac.nz/humanities/policies/index.html#research>

**Variations:** If the project changes substantially the Primary Investigator should immediately advise the Associate Dean of Research, Humanities. A new application may be required.

**Extensions:** Normally funds would be spent within the period specified. If the timeframe for the project seems likely to extend beyond the end date, the Principal Investigator will need to apply to the Associate Dean of Research for approval.

**Expenditure of Funds:** Any funds remaining in the account at the end of the time period (where no approval for an extension has been granted) will automatically be transferred back to the Divisional Office research account.

Any inquiries may be directed to the Associate Dean (Research).