



# FOAE New Staff Establishment Scheme Guidelines 2023

Tri Faculty Research Office

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## NEW STAFF ESTABLISHMENT GRANT GUIDELINES 2023

APPLICATIONS CLOSE 9 February 2023

Email to [tri-faculty-research@csu.edu.au](mailto:tri-faculty-research@csu.edu.au)

The goal of the Faculty of Arts and Education Research Establishment Grant for New Academic Staff is to provide support for new academic staff to establish their research and research output as they make the transition to Charles Sturt University. Funding for this scheme will close on 9 February 2023 (or earlier if the funding is exhausted).

### Eligibility

**New Academic appointments in the last 12 months at all levels.** It is recognised that all new academic staff, including those appointed at higher levels who bring existing projects with them, will benefit from funding for new as well as ongoing research activities. Staff who have received establishment funding previously are not eligible to apply.

**Length of appointment** All permanent new appointments and those on long-term contracts of 2 years or more are eligible to receive the Research Establishment Grant.

**Work function** Academic staff appointed to either teaching/research or research only positions within the Faculty are eligible to receive a Research Establishment Grant.

Each Head of School is asked to advise eligible new staff within their school of the availability of the Research Establishment Grant. It is then the responsibility of the new staff member to submit an application.

### Budget

The Faculty will provide up to **\$3,000** for approved activities. Funds must be spent by 1 December 2023 and may be requested for activities that directly support research capacity building and the establishment of the staff member's research career. For example:

- research or editorial assistance, e.g., literature searching/compilation or other activities directly related to the completion/submission of publications or grant applications.
- travel costs to meet with co-investigators or industry partners.
- purchase of equipment.

Note that teaching relief is not an approved activity for this grant scheme and a separate Faculty conference scheme will be running to apply for registration and travel costs to present research at a conference.

Budget requests must be justified by detailed costings. Travel costs must be in line with CSU travel policy and specific work agreements for Faculty of Arts and Education staff. Research assistant hours and rates must be specified and based on current DPC salary guidelines.

Applications for funding support should be submitted to the Associate Dean (Research), and Faculty Operations team, and will be checked by the Associate Dean (Research). Informal consultations with the Associate Dean (Research) prior to submission are encouraged. Please make contact if you have any questions about the format or budget via [tri-faculty-research@csu.edu.au](mailto:tri-faculty-research@csu.edu.au)

Applicants who receive faculty support must be able to demonstrate effective use of these funds and are reminded that school, faculty, and Charles Sturt's policies and approval processes apply to expenditure. A final report on the use of these funds is to be provided by January 2024. Final report forms are available from [tri-faculty-research@csu.edu.au](mailto:tri-faculty-research@csu.edu.au)