



Charles Sturt
University

FOAE New Staff Establishment Scheme 2023

Tri Faculty Research Office

tri-faculty-research@csu.edu.au

NEW STAFF ESTABLISHMENT GRANT Application Form

APPLICATIONS CLOSE 9 February 2023

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.

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. 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. Please make contact if you have any questions about the format, budget and to obtain a final report form via tri-faculty-research@csu.edu.au



Applicant¹		
Position		
School		
Work function Note: Staff without a research function are not eligible for this grant		
Type of employment		
Proposed use of funds (activities). Provide a brief summary of what support is needed.		
Funding Requested². Please provide details of all expense items and cost calculations, e.g., Travel 2 x return airfares Wagga Wagga-Melbourne to meet with co-investigators and industry research partner @ \$400 = \$800.		
Item and details	Cost details	Support requested
		Total

¹ Please provide a copy of your CV.

² Check [Position descriptions](#) , [salary rates](#) and use the [staff cost calculator](#) (at the bottom of the page) to ensure the correct amount of on costs. Check [Travel](#) for allowances & rates.



RESULTS PROPOSED – complete all sections that apply			
Grant applications			
Funding body			
Amount			
Submission date			
Publications – provide brief details of expected publications			
Journal articles			
Book chapters			
Non-traditional outputs			
Books			
Other reports			
Other outputs proposed – provide brief details			
Event hosted/training delivered			
HDR support			
Non-traditional work			
Other			
External engagement – select all that apply			
Media coverage (local, national, international)	<input type="checkbox"/>	Public lectures, presentations, workshops, seminars, open days, school visits	<input type="checkbox"/>
Media contributions (opinion pieces, etc.)	<input type="checkbox"/>	Consultations with community groups, professional/practice organisations, government bodies	<input type="checkbox"/>
Social media activity	<input type="checkbox"/>	Communication with end-users, affected communities	<input type="checkbox"/>
Other			



Research related activities – <i>select all that apply</i>			
Data collection		Mentoring	
Data analysis		Pilot study	
Editing		Research assistance	
Equipment purchases		Software purchases	
Grant application writing		Subscription /memberships	
Literature review		Training	
Marking / teaching assistance		Travel	
Meetings		Website maintenance	
Other			
Any other results expected not included above?			



Head of School comments			
Name			
Signature		Date	
Research & Graduate Studies Committee Representative comments			
Name			
Signature		Date	
A/Dean (Research) comments and approval			
Name			
Signature		Date	

Please email your completed application no later than 9 February 2023 to

tri-faculty-research@csu.edu.au

