

**Education Horizon:**

**First Nations research grants**

Application Form

Version: August 2024

**Lead researcher**: [Insert name]

**Project title**: [Insert title]

**Introduction**

If approved and signed by the Department of Education, this Education Horizon Application, which includes Schedule 1 (Application), together with the Education Horizon Terms and Conditions, the Guidelines for Applicants, and, if applicable, a Departmental Access Research Application referred to below, form the Agreement (the Agreement) that is legally binding on all parties:

**BETWEEN: STATE OF QUEENSLAND** acting through the Department of Education (ABN 76 337 613 647) (Department);

**AND: THE RESEARCHER** named in Section 2 of this Application (Researcher);

**AND: THE SPONSOR** named in Section 2 of this Application (Sponsor).

By signing this Application, each of the Researcher and the Sponsor agree to accept the Education Horizon [Terms and Conditions](https://mpe.education.qld.gov.au/about-us/reporting-data-research/research/research-funding/education-horizon) applicable to the Department’s research grant scheme named Education Horizon.

If the Researcher wishes to conduct research at departmental sites, with departmental data, or with the participation of departmental staff, students and school communities, the Researcher also agrees to submit to and have approved by the Department a separate research application through the [Queensland Education Research Inventory](https://mpe.education.qld.gov.au/about-us/reporting-data-research/research/applying-to-conduct-research) (QERI) website (Department Access Research Application).

No Agreement exists unless the Application is validly signed by or on behalf of the Researcher, the Sponsor and the Department.

Copies of the Education Horizon Terms and Conditions and the Guidelines for Applicants can be obtained at [https://education.qld.gov.au/about-us/reporting-data-research/research/research-funding/education-horizon](https://mpe.education.qld.gov.au/about-us/reporting-data-research/research/research-funding/education-horizon) or by emailing education.horizon@qed.qld.gov.au.

**Submission**

Applications are to be submitted **by 14 October 2024** to the Director, Research Services, by email at education.horizon@qed.qld.gov.au. Successful parties will be notified by email.

**Important information**

* Please incorporate all necessary material as directed within this application. Do not send additional material as separate attachments as this will not be considered.
* Departmental employees are not eligible to apply or be members of the research team.
* Development or evaluation of commercial products or of departmental programs are not eligible for Education Horizon funding.

**Section 1 – Research project**

|  |
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| **Research project proposal title** *(Max. 25 words)* |
|  |
| **Research project summary**Focusing on the aims, significance and expected outcomes and benefits of the project. (Max. 150 words) |
|  |
| **Research question**Please identify which specific research question the project relates to (see Table 1 below).  |
|  |
| **Data requests**Does the application request centrally-held data? (Yes/No) If yes, please list the required data. |
|  |
| **Is the Researcher, or any member of the Research Team, currently receiving funding from another research grant?** If so, how is this project discrete/different from that project? (Max. 50 words) |
|  |
| **Has the Researcher, or any member of the Research Team, applied to the Department for approval to conduct research for this project? If so, has the project been approved, and what is the Department’s reference number for the approval?**Please detail. (Max. 100 words) |
|  |
| **How will the Research Project be delivered in a way that complies with the latest version of the** [**Code of Ethics for Aboriginal and Torres Strait Islander Research**](https://aiatsis.gov.au/research/ethical-research/code-ethics)**?** |
|  |
| **Total Education Horizon funding requested (up to a maximum of $150,000)** | **$** |
| **Proposed duration of project (up to a maximum of 18 months)** |  |

**Table 1**

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| **Research questions** *Please identify which research question your project will address.**The Department reserves the right to not award any grants relating to a particular question.* |
| **Research question** |  |  | **Tick**  |
| 1. What factors are associated with educational success for First Nations students in Queensland state schools, and how do each of these factors influence school attendance, achievement, retention and attainment?
 |  |
| 1. What role do schools play in culture and connection for First Nations students and how does this influence educational outcomes?
 |  |

**Section 2 – Research team**

Please ensure all information is accurate and up-to-date, and mobile phone numbers are included.

Departmental employees are not eligible to apply or be members of the Research Team.

|  |
| --- |
| **Lead Researcher**  |
| **First name:** |  |
| **Surname:** |  |
| **Title:** |  |
| **Position:\*** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Primary email (including for notices):** |  |
| **Email 2:** |  |
| **Australian citizen or permanent resident (Y/N):‡** |  |
| **Supervisor details *(if relevant)*** |
| **First name:** |  |
| **Surname:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Primary email (including for notices):** |  |
| **Email 2:** |  |

\* Insert information about the Researcher’s position at the Sponsor organisation. If a student, please also complete Supervisor Details.

‡ Evidence of Australian citizenship or permanent residency to be provided at Section 7.1.

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| **Research team**Please add all other people participating in this proposal – preferably with at least one contact from each Sponsor/Co-Sponsor organisation. **Departmental employees are not eligible to be members of the Research Team.** |
| **Name** | **Current organisation** | **Phone** | **Email** |
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| **The Sponsor** |
| **Organisation name:** |  |
| **Organisation ABN:** |  |
| **Contact person:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email 1:** |  |
| **Email 2:** |  |

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| **Co-Sponsor** (add additional tables as needed) |
| **Organisation name:** |  |
| **Organisation ABN:**If applicable |  |
| **Contact person:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email 1:** |  |
| **Email 2:** |  |

**Section 3 – Assessment criteria**

The Assessment criteria inform the decision-making processes of the Assessment Panel.

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| **3.1 Well planned, achievable research project** – 30%Quality methods – 10%Well planned, achievable and able to meet timeframes – 10%Research project will address research question – 5% Project budget reflects research activities to be undertaken – 5%Will the research project as designed address the research question? Will the methodology achieve the research goals? Does the Research Project methodology, as described, demonstrate a high-quality design (i.e. evidence is generated in a systematic, rigorous way using valid and replicable methods)? What statistical procedures (by type) will be used to analyse research data (i.e. T-Test, regression analysis, multivariate analysis of variants etc)? Is the research well planned, achievable and able to meet agreed timeframes? Is the Research Project budget reflective of the research activities to be undertaken? (Max. 700 words) |
|  |
| **3.2 Capability and diversity of research team** – 25%*To be completed and assessed in conjunction with Section 6*Aboriginal or Torres Strait Islander researcher(s) or researcher(s) with demonstrated experience working with First Nations peoples and communities – 15%Qualifications and experience – 5%Diverse range of expertise and backgrounds – 5%What are the qualifications and experience of key personnel involved in the Research Project? Do the researchers have experience in working as a team? Does the Research Team represent a diverse range of expertise and backgrounds? What experience do the researchers have of working with Aboriginal peoples and Torres Strait Islander peoples and communities? Does the Research Team (or any member of the Research Team) have demonstrated research translation experience? (Max. 400 words)  |
|  |
| **3.3 Imposition** – 10% (a high score indicates minimal, mitigated or justifiable impost)What imposition will the Research Project place on the Department? Has the Research Team tried to minimise the imposition of the research? Do the benefits of the research outweigh its imposition? What is the likely time and resourcing required of the Department to participate in or support this research? (Max. 250 words) |
|  |
| **3.4 Outputs and outcomes** – 20%Outputs are translatable and of practical use – 10%Outcomes – 10%What are the outputs (e.g. products, teaching and learning resources, reports) that will be produced by the research? Is there potential for the research to be applied or translatable? What are the likely research outcomes that may inform Department policies or practice? What are the other expected (medium-long term) outcomes (e.g. improved spelling results in Year 3 students)? (Max. 300 words) |
|  |
| **3.5 Value for investment** – 15%End-user engagement – 5%Justification for funding – 5%Sponsor or Co-Sponsor funding, in-kind support and collaboration – 5%How will the researcher engage with end-users (including Department staff) throughout the project? What are the likely benefits from the research to the Department’s staff, students and/or broader Queensland population? Is the level of funding justified (i.e. there are no unnecessary expenses included in the budget)? Does the research deliver value for money through social, economic, cultural and/or regional benefits to Queensland? Does the Research Project leverage funding or significant in-kind support from other sources? Have any eligible Sponsor or Co-Sponsor organisations committed to cash and/or in-kind support? (Max. 400 words) |
|  |
| **3.5 Value for investment (Cont.)** – **Sponsor and co-sponsor support (cash and in-kind)** |
| Please list any eligible Sponsor or Co-Sponsor organisations that have been approached for cash and/or in-kind support and the status of their support. Sponsor and Co-Sponsor eligibility criteria is set out in the Guidelines.**Cash Contribution** means the cash from a Sponsor or Co-Sponsor organisation of the Research Project which is transferred to and managed by the Sponsor.**In-Kind Contribution** means a contribution of goods, services, materials or time to the Research Project from a Sponsor or Co-Sponsor organisation. Values should be calculated based on the most likely actual cost of the labour, work spaces, equipment and databases. The calculations covering time and costs should be documented by the Sponsor as the Queensland Government may require these calculations to be audited. |
|  | Organisation (including the Department) | Contact name | Status of Support (e.g. confirmed, considering) | Cash Amount | In-Kind Amount |
| Sponsor organisation |  |  |  | $ | $ |
| Co-Sponsor organisation 1 |  |  |  | $ | $ |
| Co-Sponsor organisation 2 |  |  |  | $ | $ |
| Co-Sponsor organisation 3 |  |  |  | $ | $ |
| TOTAL Cash and In-Kind ($) | $ | $ |
| **Details of engagement with Department of Education**Identify any departmental business areas, regions or schools that have expressed interest in your research. Include additional lines as necessary. The Department may contact the named officer to verify support. |
| Business area/region/school 1 |  |
| Contact name |  |
| In-kind contribution | Please specify in-kind contribution you may be seeking. (Max. 150 words) |
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| Business area/region/school 2 |  |
| Contact name |  |
| In-kind contribution | Please specify in-kind contribution you may be seeking. (Max. 150 words) |
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**Section 4 – Research timeline**

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| **Proposed project start date:** |  |
| **Proposed project end date:** |  |
| **Total project time (months):** |  |

Mark (x) or colour the relevant box to illustrate the duration of individual tasks for the length of the project, up to a maximum of 18 months. Insert additional/delete lines as needed.

|  |
| --- |
| **Project timeline – months from start date** |
| **Task**[insert tasks] | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Project start |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project completion |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Project timeline – months from start date** |
| **Task**[insert tasks] | **13** | **14** | **15** | **16** | **17** | **18** |
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| Projectcompletion |  |  |  |  |  |  |

**Section 5 – Research budget**

Insert the research budget into the following table. Insert additional lines as needed. Total income must match total expenditure

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET (exclusive of GST)** (From project start to completion) |  | **CASH** | **IN-KIND** |
| INCOME (CASH AND IN-KIND) |
| INCOME (CASH) | N/A |
| Education Horizon research grant (Figures must match figures quoted in Section 1) | $ |
| Sponsor cash funding (Insert ‘0’ if zero) | $ |
| Co-sponsor cash funding (Insert ‘0’ if zero. Insert additional lines as necessary) | $ |
| TOTAL $ (CASH) INCOME  | $ |
| INCOME $ VALUE IN-KIND SUPPORT | N/A |  |
| Sponsor in-kind support (estimate of $ value. Insert ‘0’ if zero) | $ |
| Co-Sponsor in-kind support (estimate of $ value. Insert additional lines as necessary) | $ |
| TOTAL $ VALUE IN-KIND SUPPORT  | $ |
| **TOTAL $ (CASH) PLUS $ VALUE IN-KIND SUPPORT** | **$** |
| EXPENDITURE (CASH AND IN-KIND) |
| SALARY COSTS (For key research staff and other dedicated research/technical staff) | CASH | IN-KIND |
| Lead researcher/Chief investigator (Applicant) | $ | $ |
| Research team member 1 | $ | $ |
| Research team member 2 | $ | $ |
| Research team member 3 (add additional team members as necessary) | $ | $ |
| SALARY COSTS (SUBTOTALS) | $ | $ |
| TOTAL SALARY $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| PROJECT COSTS(For costs directly related to the research project) |
| (Insert additional lines as necessary) | $ | $ |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT COSTS (SUBTOTALS) | $ | $ |
| TOTAL PROJECT $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| PROJECT CONSUMABLES |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT CONSUMABLES (SUBTOTALS) | $ | $ |
| TOTAL CONSUMABLES $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| TRAVEL COSTS (Travel costs within Queensland required as part of the project) |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT TRAVEL (SUBTOTALS) | $ | $ |
| TOTAL TRAVEL $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| OTHER COSTS |
| (Insert additional lines as necessary) | $ | $ |
| OTHER COSTS (SUBTOTALS) | $ | $ |
| TOTAL OTHER COSTS | $ |
| **TOTAL EXPENDITURE**  | **$** |
|  |  |

**Section 6 – Curriculum Vitae (CV) and references**

Insert (copy and paste) the CVs of each member of the Research Team demonstrating evidence of ‘3.2 Capability and diversity of Research Team’ (with a maximum of 1 page for each CV).

**Section 7 – Evidence and letters of support**

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| **7.1 Australian citizenship or permanent/temporary residency** Insert evidence of the Researcher’s Australian citizenship. If the Researcher does not hold Australian citizenship, provide evidence of permanent/temporary Australian residency for the duration of the grant. |

[Insert here]

Please attach copies of letters of support from all Sponsors and Co-Sponsors (if applicable), clearly indicating their levels of cash and in-kind contributions to the proposed Research Project.

|  |
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| **7.2 Letter from the Sponsor**All applications must insert a copy of the signed letter of support for this research application from either a Queensland university or other university with a significant campus in Queensland (the Sponsor) that: * confirms the Researcher is currently enrolled at or employed by an eligible Queensland tertiary institution or research body
* indicates research ethics approval is likely to be granted
* indicates funding levels of cash contributions and levels of in-kind contributions to the proposed Research Project (if applicable)
 |

[Insert here]

|  |
| --- |
| **7.3 Letter/s from Co-Sponsors**Please insert copies of letters of support from any Co-Sponsors clearly indicating the following levels of cash and/or in-kind contributions to the proposed Research Project. |

[Insert here]

**Section 8 – Signature clauses**

**Signature clause – Researcher**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| With reference to this Application under the Education Horizon grant scheme: I, ………………………………..…………….. *[insert Researcher’s name]*, as the Researcher:1. authorise the Department, subject to the provisions of clause 8 of the Education Horizon Terms and Conditions, and to all legislative requirements, to undertake any necessary or relevant checks and investigations;
2. declare that:
3. the information supplied by me to the Department in this Application is true and accurate and is not misleading in any material respect to the best of my knowledge; and
4. I have received no guarantees or assurances that this Application will be approved by the Department;
5. acknowledge that I have read and understand the Education Horizon Terms and Conditions and the Guidelines for Applicants applicable to this Application and further acknowledge and agree that, if this Application is successful, I will be bound by same;
6. agree that this signed Application, together with the Education Horizon Terms and Conditions, the Guidelines for Applicants and, if applicable, the Department Access Research Application, will form a legally binding Agreement between the Researcher, the Sponsor and the Department **in the event that this Application is successful** through the assessment process and is **signed by all parties**.

SIGNED by the **Researcher**:

|  |  |
| --- | --- |
| ………………………………..……………..Researcher’s name | ……………………..…………………….Researcher’s signature |
| in the presence of:………………………………..……………..Witness’ name**Date**: | ………………………………..……………..Witness’ signature |

 |

**Signature clause – Sponsor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| With reference to this Application under the Education Horizon grant scheme:I, ………………………………..…………….. [insert Sponsor representative name], on behalf of ……………………………………….[insert Sponsor organisation name and ABN] (the Sponsor):1. certify that I have the authority to make the statements made in this Application and to sign this Application on behalf of the Sponsor and further, to sign and enter into the Agreement contemplated by this Application on behalf of the Sponsor;
2. authorise the Department, subject to the provisions of clause 8 of the Education Horizon Terms and Conditions, and to all legislative requirements, to undertake any necessary or relevant checks and investigations;
3. declare that:
4. the information supplied to the Department in this Application is true and accurate and is not misleading in any material respect to the best of my knowledge;
5. the Sponsor has received no guarantees or assurances that this Application will be approved by the Department;
6. acknowledge that I have read and understand the Education Horizon Terms and Conditions and the Guidelines for Applicants applicable to this Application and further acknowledge and agree on behalf of the Sponsor that, if this Application is successful, the Sponsor will be bound by same;
7. the Sponsor agrees that this signed Application, together with the Education Horizon Terms and Conditions, the Guidelines for Applicants and, if applicable, Department Access Research Application, will form a legally binding Agreement between the Researcher, the Sponsor and the Department **in the event that this Application is successful** through the assessment process and is **signed by all parties**;
8. the Sponsor agrees to administer the Funding for the Research Project described in this Application and, in doing so, will ensure that the Funding is used only for the purposes of the Research Project and for eligible Research Project activities as outlined in the Guidelines for Applicants (as amended from time to time by the Department and notified to the Sponsor); and
9. the Sponsor agrees to make the Sponsor Contributions (if applicable) to the Research Project in accordance with Section 5.6 and Schedule 1 of this Application.

SIGNED for and on behalf of the Sponsor:

|  |  |
| --- | --- |
| ………………………………..……………..Sponsor representative’s name | ………………………………..…………….. Sponsor representative’s signature |
| in the presence of:………………………………..……………..Witness’ name**Date**:  | ………………………………..……………..Witness’ signature |

 |

**Signature clause – Department**

|  |  |
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| SIGNEDon behalf ofthe **STATE OF QUEENSLAND** as represented by the **Department of Education**by its duly appointed officer in the presence of:  |  |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Witness | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Officer |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Name of Witness (print) | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Name of Officer (print) |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Position of Witness (print) | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Position of authorised person (print) |

**Schedule 1 – Deliverables and payments**

This Schedule is applicable to all Education Horizon grants. The grant will be paid across three milestone payments. The following table sets out the requirements that must be met before each milestone payment can be paid. The Commencement Date is the date the Department signs the Application.

|  |
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| **Milestone Deliverables and Payment Table** |
| **Milestone 1 amount****50% of grant amount (excl GST)** | **Milestone 2 amount****30% of grant amount (excl GST)** | **Milestone 3 amount****20% of grant amount (excl GST)** |
| **Due date:**Within two weeks of the Commencement Date | **Due date:**For projects of up to 6 months – not later than 4 months after Commencement DateFor projects of up to 12 months – not later than 8 months after the Commencement DateFor projects of up to 18 months – not later than 10 months after the Commencement Date | **Due date:**Not later than the proposed project end date as outlined in Section 4. |
| Payment will be made on receipt by the Department of the following Deliverables:* the Application executed by the Department, the Researcher and the Sponsor;
* Department Access Research Application submitted by the Researcher, if applicable; and
* a valid tax invoice from the Sponsor.
 | Payment will be made on receipt by the Department of the following Deliverables:* a Progress Report (as required by the Education Horizon Terms and Conditions), to a standard that is satisfactory to the Department;
* any other Deliverables as agreed with the Department, to a standard that is satisfactory to the Department; and
* a valid tax invoice from the Sponsor.
 | Payment will be made on receipt by the Department of the following Deliverables:* the Final Report (as required by the Education Horizon Terms and Conditions), to a standard that is satisfactory to the Department;
* any other Deliverables as agreed with the Department, to a standard that is satisfactory to the Department; and
* a valid tax invoice from the Sponsor.
 |