**Small Grants Research Program**   
2025-26 Proposal Template

|  |  |
| --- | --- |
|  | **(Applicant to complete this column)** |
| **Proposal title**  No more than 10 words |  |
| **Organisation details**  Name and address of the organisation submitting the proposal (**Lead Institution**)  (Non-lead institution researcher(s) approval: Appendix B) |  |
| **Contact officer for research contracts**  Lead institution contact for research and contract approval.  (Details and signature: Appendix A) |  |
| **Applicant(s) name and organisation**   1. Lead Researcher 2. Other project team members(s)   (One-page résumés: Appendix C; Priority group status: Appendix D; COI: Appendix F) |  |
| **Lead Researcher – First Nations (Aboriginal and/or Torres Strait Islander) Australian** (Proof of First Nations Identity: Appendix E) | Yes  No  Prefer not to say |
| **Funding requested** (excluding GST) |  |
| **Is this project part of any other program or initiative for which you have received funding?** If “Yes”, could you please provide details? | Yes  No |
| **Is this project a resubmission of an unsuccessful proposal to a previous ACSES funding round?** If “Yes”, please provide details regarding how this new submission has amended the previous proposal submission | Yes  No |
| **Australian Business Number (ABN)** |  |
| **Is this organisation registered for GST?** | Yes  No |

**Proposal Documentation:** The *Small Grants Research Program 2025-26 Guidelines* and *Small Grants Research Program 2025-26 Proposal Template* (this document) are available [on the ACSES website](https://www.acses.edu.au/grants-fellowship/small-grants-2025/).

# **Proposal**

**Please note:**Your proposal should not exceed 13 pages (excluding the Coversheet and Appendices). Please use 10-point Arial font, and do not change the margin sizes.

Notes on each section are in italics and can be deleted prior to submission

**1. Project abstract (160 words or less)**

**2. Please indicate with an X: (a) Priority student groups and (b) research approach (select all that apply)**

**Priority student groups**

* + First Nations Australian Students
  + Low SES Students
  + Students with Disability
  + Students from Regional and Remote Australia
  + Compounding Disadvantage
  + Other (please specify)

**Research focus**

1. Innovative use of data sources.
2. Comparative
3. Interdisciplinary
4. Account for cumulative disadvantage
5. Lived experience of equity status (e.g., living with disability)
6. Inclusive of equity practitioner perspectives

**3. Outline research project and intended purpose and outcomes (one page)**

*(Provide an outline of the proposed research project and outcomes. Highlight the importance of the proposed topic in the context of current student equity practice and/or policy in Australian higher education, and how it relates to the research focus nominated on the Coversheet above.*

*This section should include due reference to the extant body of knowledge (contemporary evidence- and research-based literature), including references to student equity research, and where applicable, learning and teaching research that inform the project and identify clearly the gaps in research and/or practice that the project proposes to address. ACSES encourages proposal writers to utilise strengths-based framing and language in describing their projects, rather than deficit discourse and narratives.*

*Responses should refer to the* Small Grants Research Program 2025-26 Guidelines*.*

**4. Research project details**

1. **Key research aims or questions to be addressed (150 words)**

*(Questions should relate directly to the project’s purpose.)*

1. **Methodology (including data sources) (two pages)**

*(Describe in detail the methodologies, data sources, and ethics approval processes required for this research. Projects are encouraged to make use of extant data sources wherever possible.)*

1. **Timeframe (including milestones) (one page)**

*(Outline a proposed and realistic timeline for the conduct of the project. This should include project milestones that can be reported against in a progress report. The timeframe for the project will depend on the nature of the research proposed but should not exceed 12 months in length. Projects that can be delivered in shorter timeframes are welcome. In preparing their proposals, applicants should consider any potential delays which may be required for ethics approvals.)*

1. **Deliverables and dissemination plan – products and outputs (including any   
   dissemination or promotional activities) (one page)**

*(Describe the proposed products and outputs intended from the project. All projects are required to submit a Final Report, but other materials or presentations are also permitted and welcomed, especially dissemination formats that can engage stakeholders and be translated into equity policy and practice.)*

**5. Research experience and expertise (300 words)**

*This section should describe team, rather than individual, expertise.*

*(Outline how this team is qualified and well-positioned to carry out the research project in relation to the requirements of the Small Grants Research Program). Individuals’ expertise can be summarised in one-page résumés in* Appendix C, *the priority group status of all team members in* Appendix D, *confirmation of First Nations Australian status for the Lead Researcher in* Appendix E, *and any individual team member conflicts of interest (COIs) in* Appendix F).

**6. Funding request (One page)**

*It is anticipated that grants will be for amounts up to $50,000 (excluding GST).*

*Please specify funding requested from ACSES, separate from any in-kind contributions. This includes $2,000 to be set aside for the copyediting of the project’s final report.*

*Please consult the* Small Grants Research Program 2025-26 Guidelines *in preparing your budget and for information on the type of costs covered by grant funding.*

*Please also note that funding will not cover institutional infrastructure and overhead costs.*

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| --- | --- | --- | --- |
| **Costs for the life of the program (AUD)** | | | |
| **Budget item** | **Number of days** | **Daily Rate (excl GST)** | **Amount (excl GST)** |
| Lead Researcher  Other project team members |  |  |  |
| Clerical and other support staff |  |  |  |
| Quality assurance costs *(please specify)* | | |  |
| Output assurance costs *(please specify)* | | |  |
| Qualitative and Consultation Data Collection Costs *(please specify)* | | |  |
| Data collection costs | | |  |
| Other technical costs | | |  |
| Travel costs | | |  |
| Copyediting cost for Final Report | | | $2,000 |
| Other costs | | |  |
| Sub-total (excluding GST) | | |  |
| **GST** | | |  |
| **Total** (including GST) | | |  |

**In-kind contributions:** *In-kind contributions can be demonstrated but must not include aspects, resources, or attributes of the team for which resourcing is being sought in direct connection to the delivery of the project (for example, expertise and/or experience to undertake funded work).*

*(Provide a justification for each line item in the requested budget in terms of project scope, activities, and in-kind contributions.*

**7. Funding justification (one page)**

*In addition, a statement on the respective workshares of all team members (CIs and non-CIs) should be included, setting out the research contribution and time allocated for each team member. It is expected that this will include all persons/positions who are expected to make substantive contributions to the project.)*

**8. Quality assurance and project management (half a page)**

*(Provide detail on how project management processes and infrastructure will provide the necessary capacity to deliver a timely well-managed research program with its associated products. Detail the quality assurance processes that would be in place to ensure research is rigorous and timely.)*

**9. Risk management (one page)**

*(A risk management plan should identify major risks associated with the conduct of the research and preparation of outputs. Project team members should consider how other commitments will affect the conduct and completion of ACSES funded research. Applicants should also consider how they propose to manage internal team arrangements to ensure communication, coordination, mentoring of new researchers, quality assurance, and timeliness.*

*At a minimum, the risks associated with the following key areas must be identified and analysed, with strategies detailed to mitigate impact on ACSES projects.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Risk** | **Likelihood\*** | **Impact\*** | **Management strategies** |
| **Staff** | Possible loss of Lead Researcher or other team members (including proposed leave or secondment arrangements, other work  commitments |  |  |  |
| **Consortium (multi-institution) risk  (see: Appendix B)** |  |  |  |  |
| **Project management & coordination** | Lack of communication across research teams and with ACSES |  |  |  |
| **Methodology** | Survey development/ clearance, sample identification, and  response rates |  |  |  |
| *Others as identified* |  |  |  |
| **Adherence to**  **timelines** |  |  |  |  |
| ***Others as identified*** |  |  |  |  |

\* Categorise as high (H), medium (M), or low (L)

**10. References (one or two pages as required)**

*(Include any references here.)*

**Contact (page to be deleted for the purposes of submission)**

Professor Ian Li   
Director – Research and Policy Program

Australian Centre for Student Equity and Success   
Curtin University

GPO Box U1987 PERTH WA 6845

**Email:** [acses@curtin.edu.au](mailto:acses@curtin.edu.au) (**Subject:** 2025-26 Small Grants Proposal)

**Web:** [acses.edu.au](http://www.acses.edu.au)

Proposals are due at **4pm (AWST) on** **Wednesday, 2 July 2025.**

**Appendices**

**Appendix A:** Details and signatures of senior institutional officers (Lead Institution)

**Appendix B:** Consortium declaration (where required)

**Appendix C:** One-page résumé for each project team member

**Appendix D:** Priority group status of project team members

**Appendix E:** Confirmation of First Nations Australian identity – Lead Researcher (where   
 required)

**Appendix F:** Conflict of interest register

**Appendix A: Details and signatures of senior institutional officers (Lead Institution)**

**.**

**Deputy Vice-Chancellor, Academic (or equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Institution:** |  | | |
| **Signature:** |  | **Date:** |  |

**Director of the Research Office (or equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Institution:** |  | | |
| **Signature:** |  | **Date:** |  |

**Contact Officer for Research Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Email address:** |  | | |
| **Telephone:** |  | | |
| **Signature:** |  | **Date:** |  |

**Appendix B: Consortium declaration (where required)**

For a bid featuring multiple institutions, each team member external to the **Lead Institution** must include their details and signature as an endorsement of this statement:

**I/We** declare that **I/we** permit **[*insert******Lead Researcher*]** and **[insert *Lead Institution*]** to act on my/our behalf regarding contractual and funding obligations on the project **[insert *‘Project Title’*]**, funded by the Australian Centre for Student Equity and Success (ACSES) Curtin University.

|  |  |  |
| --- | --- | --- |
| **Project Team Member** | **Institution** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Please add extra rows where required)

**Appendix C: One-page résumés for each project team member**

Please provide a one-page résumé for the Lead Researcher and each project team member.

**Appendix D: Priority group status of project team members**

We are collecting this information to inform us of the background of project teams in relation to their lived experience as members of priority groups. In relation to low SES and regional and remote status, this refers to historic status, rather than their current status or geographic location. This information is primarily used in aggregate reporting.

Further information on First Nations (Aboriginal and/or Torres Strait Islander) Australian status of the lead researcher is collected on the coversheet and utilised during the grant assessment process as per the *Small Grants Research Program 2025-26 Guidelines*.

|  |  |
| --- | --- |
| **Researcher** | **First Nations and/or equity status (please tick all that apply)** |
| **Lead Researcher:**  Name | First Nations Australian  Low SES Background  Person with Disability  Regional or Remote Background  Compounding Disadvantage  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other Project Team Member 1:**  Name | First Nations Australian  Low SES Background  Person with Disability  Regional or Remote Background  Compounding Disadvantage  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other Project Team Member 2:**  Name | First Nations Australian  Low SES Background  Person with Disability  Regional or Remote Background  Compounding Disadvantage  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_ |

(Please add researchers/rows as needed).

**Appendix E: Confirmation of First Nations Australian identity – Lead Researcher (where required)**

Where the Lead Researcher for an application has identified as a First Nations (Aboriginal and/or Torres Strait Islander) Australian, evidence for confirmation of First Nations Australian identity is required.

*Confirmation of First Nations Australian identity*

The Lead Researcher should be able to confirm that they:

* Are of First Nations (Aboriginal and/or Torres Strait Islander) Australian descent.
* Identify as a First Nations Australian person.
* Are accepted by a First Nations Australian community as a First Nations Australian, where confirmation can be provided by:
  + An official letter from a Local Aboriginal Land Council (LALC).
  + An official letter of Confirmation of Aboriginal and/or Torres Strait Islander Heritage from a registered Aboriginal community organisation.

In addition, where an official letter of confirmation is not available, applicants can provide a statutory declaration outlining the circumstances under which they cannot provide evidence from a LALC or registered Aboriginal community organisation, and in turn, provide evidence and examples for confirmation of First Nations Australian status.

**Appendix F: Conflict of interest register**

The Lead Researcher and other project team members should report any potential conflicts of interest (COI) in relation to proposed activities or aspects of their project’s scope which may be impacted by their associations with:

1. [ACSES staff](https://www.acses.edu.au/about/acses-staff/), the [ACSES Advisory Board](https://www.acses.edu.au/about/advisory-board/), and/or the [Grants & Fellowships Committee](https://www.acses.edu.au/about/grants-fellowships-committee/).
2. Organisations or individuals who are the subject of the proposed research, including proposed host universities, current employers or related community groups.

| **Project Team Member** | **Description of COI** |
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