Australian Centre for Student Equity and Success

## **Equity Frontiers Program:Quasi-Experimental Design Projects**

## Proposal Template

**Proposal requirements**

The *Proposal Template* must be used when preparing the proposal. All proposals must be presented as follows:

* **Length:** a maximum of 10 pages, excluding references
* **Spacing:** Single space typing
* **Margins:** Standard margins (as set in the template)
* **Type face:** 11-point Arial
* **Page size:** A4 only
* **Cover Sheet:** Page 1 of the *Proposal Template* serves as a cover sheet. An additional covering letter is not required
* **Format:** Word and PDF format.

Please refer to the ACSES Equity Frontiers Program: Quasi-Experimental Design Projects Guidelines when responding to the proposal.

**Accessibility**

All documents produced by the applicant must meet accessibility guidelines. For more information refer to <https://www.disabilitygateway.gov.au/print-digital-document>.

**Submission**

Email submissions to acses@curtin.edu.au.

Submissions should include in the subject line: **Quasi-Experimental Design Projects application**

Address the email to the attention of: Director – Trials and Evaluation Program

|  |  |
| --- | --- |
| **Proposal title**No more than 10 words |  |
| **Project team** 1. Project team (name, title and organisation)
2. Other organisations involved in trial (if applicable)
 |  |
| **Funding requested** |  |
| **Accessibility** | To ensure your Proposal is accessible, please run an accessibility checker on your work before submitting it and resolve any identified issues. Please confirm that this has been done.Yes [ ]  |

**Proposal documentation**: The *2025 Equity Frontiers Program:
Quasi-Experimental Design Projects Guidelines* are available on the [ACSES website](https://www.acses.edu.au/trials-evaluation/collaboration-and-funding/qed-program/).

Proposal

**Please Note**:
Your proposal should not exceed 10 pages (excluding the coversheet and references).

Please use 11-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. Impact potential and focus
* The proposed project seeks to answer an impact evaluation question, adopting a quasi-experimental design.
* The impact evaluation question is relevant to higher education equity.
* The evaluation question, and related hypotheses, are focused on evaluating the impact of the initiative.
* The study design uses statistics to estimate the impact of the initiative against a comparable control group, using an appropriate quasi-experimental approach.
* The proposal describes what potential there is for the project findings to impact policy and/or practice.
* Total budget aligns with the overall quality and depth of the project.
1. Credibility, validity, and reliability
* The analysis is sufficiently powered to statistically detect the expected level of change among equity groups in the initiative’s expected outcomes.
* The study design identifies the relevant confounders, and plans to manage these through randomisation, controls, and/or statistical adjustments.
* The study approach will likely minimise potential biases, such as selection, performance, and attrition biases.
1. Relevance and validity
* The outcomes are clearly defined and measurable.
* The outcome measures are not overly aligned to the content of the initiative.
* The outcome measures will likely capture what they intend to measure with the relevant equity groups.
* The outcome measures are reliable and likely produce the same results over repeated assessments.
* The relevant equity groups are included in the interpretation of results.
1. Experience and management
* The project team demonstrates expertise and experience undertaking all aspects of the evaluation, with relevant and demonstrable training and experience to undertake each of the required stages: planning, data collation and cleaning, analysis and interpretation, and report writing. Each nominated person should indicate their role and specific tasks completed in the exemplified evaluations, and for each of these evaluations, include the link to the published paper.
* A mitigation strategy is provided, demonstrating adequate attention to potential risks in the evaluation.

|  |  |  |
| --- | --- | --- |
| Please identify the likely risks | Probability of these risks arising | Likely impact of these risks if they occurred |
| Data breach or misuse | [ ]  L    [ ]  M   [ ]  H | [ ]  L    [ ]  M    [ ]  H |
| The Ethics Committee does not approve the trial | [ ]  L    [ ]  M    [ ]  H | [ ]  L    [ ]  M    [ ]  H |
| Evidence is not consistently captured or provided | [ ]  L    [ ]  M    [ ]  H | [ ]  L    [ ]  M    [ ]  H |
| Team turnover, and loss of key capabilities | [ ]  L    [ ]  M    [ ]  H | [ ]  L    [ ]  M    [ ]  H |
| Add or remove rows as needed | [ ]  L    [ ]  M    [ ]  H | [ ]  L    [ ]  M    [ ]  H |

* Please outline the controls in place to manage any medium-to-high probability risks.
1. Funding request
* In a table, provide a list of funding requests and brief description/justification for each, if possible, separating the costs for the initiative and the evaluation components.
* Also in a table, detail any cash and/or in-kind contributions for the project.
* Refer to the Guidelines for information on eligible/ineligible funding requests.
1. Timeframe (including milestones)
* In a table, detail key activities and milestones relating to an overall project timeline.