



ICTEV RESEARCH GRANTS: GUIDELINES FOR PROJECTS

INTRODUCTION

ICTEV is strongly committed to advancing research in information and communication technologies in education (ICTE). The goal of the research grants program is to support ICTEV members in the conduct of relevant research and scholarship that advances the field of ICT in education.

- Funding is for ICTEV members only.
- Normally there is a limit of only one grant per member / project.
- Normally, small scale projects up to a 12 month time frame will be funded.
- Research degree students who are ICTEV members are encouraged to apply.
- Academics / researchers who are ICTEV members are encouraged to apply.
- All recipients are expected to present at the ICTEV annual state conference and write an article for the *ICT in Education* journal within 12 months of the conclusion of the project.
- Recipients will need to comply with strict accounting procedures.
- Half of the funds will be made available at the beginning of the project, the rest of the funds will become available upon the receipt of a satisfactory mid project mid.
- Grants of up to \$1,000 are available.
- There will be two rounds of applications - April and July.

WHAT WILL BE FUNDED

Normally the following will be funded:

- Time release for data collection and writing.
- Employment of research / technical assistant for data collection, transcript, programming etc.
- Travel / accommodation.

WHAT WILL NOT BE FUNDED

Normally the following will not be funded:

- The purchase of hardware or software.
- Salaries.
- Conference travel.

EXAMPLES OF PROJECTS THAT WILL BE FUNDED

As this is a new initiative for ICTEV we are still building our database of example projects. At this stage the following types of projects are likely to be funded.

- Design based research project e.g. developing and trialling a new learning object or a new online learning environment.
- Action research projects e.g. a project that spirals through two or three action research cycles developing teaching strategies for the integration of ICT.
- Small case studies e.g. the case study of a class using and interactive whiteboard.
- A PhD or EdD or Masters research project that is near completion (within 12 months).

CRITERIA FOR EVALUATION OF APPLICATIONS

Project proposals will be assessed by a sub committee of the ICTEV State Council against the following criteria:

- Innovativeness, quality and plausibility of project design.
- General benefit to society / communities / school / profession.
- Benefit to ICT in education research field.
- Benefit to ICTEVs publishing program.

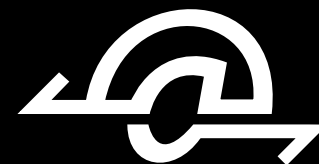


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1. PROJECT TITLE

Write a short descriptive title of no more than 20 words.

2A. PROJECT SUMMARY

Write the summary in no more than 100 words, write in clear, plain English using the minimum of terminology unique to the area of study. This summary may be used for publicity purposes, e.g. on the ICTEV website.

2B. SUMMARY OF BENEFIT

Write the summary in no more than 100 words. Write it in clear, plain English, describing the expected national benefits to arise from the research for the Australian community, this summary may be used for publicity purposes.

The Committee needs to understand how the project will provide:

- Benefit to society / communities / school / profession.
- Benefit to ICT in education research field.
- Benefit to ICTEVs publishing program.

3. PARTICIPANT DETAILS

Details must be provided for each participant in the application. Details should be provided of all sources of other funding.

4. ETHICS

For academics and research students

- Provide details of whether or not the research will involve human subjects.
- If it does indicate whether you have (or plan to) submitted your application to a University's Ethics Committee. Where appropriate, attach copies of the relevant ethics clearances to your application.

5. BUDGET INFORMATION

The budget justification should be written under separate headings for **personnel, equipment, maintenance, travel** and **other**.

On the application form you must: specify the items sought and rank them in priority order (A=essential; B=highly desirable; C=desirable) and provide accurate costings.

Personnel

Salaries for Research and Technical Assistants.

- Please list the number of hours per week, the number of weeks and the Assistant's salary rate with on-costs.

Time release for data collection / writing.

- Please list number of CRT days required and cost.

Equipment and maintenance

You will need to justify equipment requests fully and list equipment items on the application. Computer equipment, such as personal computers and laptops, will not be funded.

Examples of items to be listed under the heading of 'maintenance' include: photocopying, special consumable research materials and technical assistance.

Travel

Funds may be provided for fieldwork, for visits to use the holdings of libraries or the facilities of laboratories. The travel must relate to the proposed project.

- Conference travel will not be funded.
- Applicants should explain why the travel is necessary and should include an estimate of all travel costs.

6. COMMENCEMENT / COMPLETION RATES

Provide details of commencement and completion dates for the project and a project timeline including milestones.

7. PROJECT DESCRIPTION

The proposed research project should be detailed using all the following headings, in **no more than two pages**. Excess pages will be discarded. (Please note that references are included in the two page limit). Use 12pt font for text, 10pt for references.

Aims of Project

Describe the aims and background to the project.

Significance and Innovation

The Committee will need to be convinced that not only is the project a good idea but also that the applicant has a feasible plan for completing it within the one year timeframe.

Justification of Budget

Justification is required for all budget headings.

Expected Outcomes of the Project

Applicants should consider carefully the criteria by which the success of their projects may be judged. Normally, the outcomes would include:

- A satisfactory mid project report.
- A presentation at the ICTEV annual state conference.
- An article about the project written for the *ICT in Education* journal.