



OTAGO POLYTECHNIC RESEARCH FUNDING GUIDE 2008

Contents

Introduction	3
Section 1: Applying for a Research Grant	3
What counts as Research?	
Who can apply?	
What can you apply for?	
What is not funded?	
How do you apply?	
When do you apply?	
How are decisions made?	
How will you know you have a grant?	
Where can you get help in making an application?	
Application checklist	
Section 2 : Applying for an Operational Grant	6
Who can apply?	
What can you apply for?	
What is not funded?	
How do you apply?	
When do you apply?	
How are decisions made?	
How will you know you have a grant?	
Where can you get help in making an application?	
Section 3: Applying for a Travelling Scholar Grant	8
Who can apply?	
What can you apply for?	
What is not funded?	
How do you apply?	
When do you apply?	
How are decisions made?	
How will you know you have a grant?	
Where can you get help in making an application?	
Section 4: Using and Accounting for your Research Grant	10
The Grant	
Reporting	

Proposed changes
Final report
Other reports and presentations
Closing the account
Accountability Checklist

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Introduction

Each year the Otago Polytechnic Council makes funding available to support Research within the Polytechnic. This funding is for scholars who will make a contribution to the research culture of individual Departments or the Polytechnic as a whole. There are three funds staff can apply to:

- **Research Grants** (for projects costing over \$1000) – 2 closing dates per year
- **Operational Fund** (for projects under \$1000) – apply at any time
- **Traveling Scholar Fund** (for travel, including Visiting Scholars) – apply at any time

SECTION 1: APPLYING FOR A RESEARCH GRANT

What Counts As Research?

The New Zealand Qualifications Authority says research encompasses activities which:

“foster the spirit of enquiry, the concern for ideas and their application, the confidence to investigate and solve problems and the recognition of the advancing nature of knowledge and practice”. (NZQA 1990)

Research activities embrace basic/fundamental research, strategic research, applied research, scholarship, creative work and, in some instances, consultancy and professional practice. Preference is given to projects which have definable research outputs (e.g. exhibitions, journal articles, conference presentations etc).

Who Can Apply?

Any full-time or proportional, academic or general staff member of Otago Polytechnic.

What Can You Apply For?

Full or partial funding for a project - primary research, secondary research/ scholarship, creative work which demonstrates scholarship, or a development project.

- **Consumables** – This includes materials (except general admin costs) needed to undertake a project.
- **Services** – This includes printing, technical advice, transcribing, research assistance, editing, interviewing or literature search.
- **Equipment** – This includes electronic or experimental equipment, software etc. NB This would form part of the research equipment pool and could be lent for the duration of the project.
- **Capital costs** – Including Computer hardware (where it is additional to operational needs).

- **Other** – This is not an exhaustive list so if you have any other costs please discuss with the Research Manager prior to application.

Note: The Research Committee reserves the right to use its discretion when considering applications.

What is not Funded?

- **Conference registration & travel** - Where the researcher is presenting a peer reviewed paper and there are insufficient funds available through the staff members Professional Development funds they are eligible to apply to the **Traveling Scholar Scheme**. Contact the Research Office for more information.
- **Visiting scholars** - Departments are eligible to apply to the **Traveling Scholar Scheme**. Contact the Research Office for more information.
- **General operational research costs** - Departments are eligible to apply to the **Operational Grants Fund**. Contact the Research Office for more information.
- **Thesis costs undertaken at another institution** - It is expected that you will apply in the first instance to the Research Committee of the institution where you are undertaking your study. If these funds are insufficient then Otago Polytechnic Research Committee will consider an application for a top up.
- **Teaching release time or contributions to staff salaries** - If you require release time for research then you need to raise this with your Head of Department. However, while the Research Committee cannot fund teacher release or locums it can fund the employment of a research assistant to undertake tasks to assist you undertake your research.
- **Per diems** - Per diems for Otago Polytechnic staff are not funded by Research Grants.
- **Office expenses or hospitality** - The cost of postage, photocopying, typing and other general administration costs along with tea, coffee or other refreshments are expected to be met by Departments and will not be funded by a research grant.
- **Department libraries** - Research grants will not provide funds for Departments to buy books for Department libraries.
- **Applications from students** - Research grant applications may involve student participation but must come from an Otago Polytechnic staff member as the lead researcher/s.
- **Teaching materials** - Teaching materials are the responsibility of Department budgets and as such are cannot be funded by Research Grants.
- **Payments to other Otago Polytechnic staff are not normally funded.**
- **Retrospective applications.**

How Do You Apply?

1. Write a project proposal.
2. Get approval from your Head of School or Supervisor
3. Check with the Kaitohutohu whether your research is likely to be of interest to Ngai Tahu
4. Get a referee's report (peer review) to support your proposal (this may be from within your Department or Section, or from someone external to the Polytechnic).
5. Fill out the Application Form (this is available on the Research Intranet page).

When Do You Apply?

Check the closing dates on the Research Intranet page on Polybase.

How Are The Decisions Made?

The Research Committee assesses each proposal on its merits according to the goals and objectives of the Research Plan. Projects will be evaluated according to the following considerations:

- The research outputs of the project (eg publications, exhibitions etc)
- The contribution the project makes to the research environment at Otago Polytechnic
- The contribution the research project makes to developing the research skills or research experience of staff or students

How Will You Know You Have A Grant?

After the Research Committee meeting, the Research Manager will write to you to let you know the Committee's decision. If your proposal is approved and funding is granted, the letter will include instructions for accessing your grant.

Where Can You Get Help In Making An Application?

Help is available from the Research Co-ordinator or department representatives on the Research Committee. There are a number of experienced researchers in the Polytechnic who can also help you. Contact the research office for contact details.

SECTION 2: APPLYING FOR AN OPERATIONAL GRANT

Who Can Apply?

Any full-time or proportional, academic or general staff member of Otago Polytechnic. NB Researchers may only make one application per year to this fund.

What Can You Apply For?

The Operational fund is to be used to pay for one-off expenses likely to promote research within a department or which help an individual develop a full research proposal. This includes small projects, seed funding to test and idea that might lead to a full research project or last minute costs for existing projects

In some cases the fund might pay for an item in total, in others it may be used to subsidise an expense otherwise being met by the department.

The urgency of the request would also be considered; eg unexpected page charges to ensure publications are not delayed, early registration for conferences ensuring significant discounts, or an unanticipated minor item of equipment needed at short notice.

- **Consumables** – This includes materials (except general admin costs) needed to undertake a project.
- **Services** – This includes printing, technical advice, transcribing, research assistance, editing, interviewing or literature search.
- **Equipment** – This includes electronic or experimental equipment, software etc. NB This would form part of the research equipment pool and could be lent for the duration of the project.
- **Capital costs** – Including Computer hardware (where it is additional to operational needs).
- **Other** – This is not an exhaustive list so if you have any other costs please discuss with the Research Manager prior to application.
- **Other** - Specialist or technical manuals (if outside the province of a purchase by the library). Staff can also apply for Conference registration fees for Conferences where they are presenting a paper (where professional development funding has been expended). This is not an exhaustive list so if you have any other costs please discuss with the Research Manager prior to application.

Note: The Research Committee reserves the right to use its discretion when considering applications.

What is not Funded?

- **Travel** - Where the researcher is presenting a peer reviewed paper and there are insufficient funds available through the staff members Professional Development funds they are eligible to apply to the **Traveling Scholar Scheme**.
- **Visiting scholars** - Departments are eligible to apply to the **Traveling Scholar Scheme**.

- **Thesis costs undertaken at another institution** - It is expected that you will apply in the first instance to the Research Committee of the institution where you are undertaking your study. If these funds are insufficient then Otago Polytechnic Research Committee will consider an application for a top up.
- **Teaching release time or contributions to staff salaries (including research assistants)** - If you require release time for research then you need to raise this with your Head of Department. Projects that require research assistants should apply to the Research Grants for consideration.
- **Per diems** - Per diems for Otago Polytechnic staff are not funded by operational grants.
- **Office expenses or hospitality** - The cost of postage, photocopying, typing and other general administration costs along with tea, coffee or other refreshments are expected to be met by Departments and will not be funded by a research grant.
- **Department libraries** - Research grants will not provide funds for Departments to buy books for Department libraries.
- **Applications from students** - Research grant applications may involve student participation but must come from an Otago Polytechnic staff member as the lead researcher/s.
- **Teaching materials** - Teaching materials are the responsibility of Department budgets and as such are cannot be funded by Operational grants.
- **Large Research Projects** – Generally operational grants only fund small projects of \$1000 or under. For larger projects apply through the main **Research Grants** process.
- **Course Evaluation & Departmental Research** - Departmental research into course evaluation eg using the results of surveys and student feed-back to appraise courses is deemed the responsibility of Department budgets. Predictable research expenses that come up each year in departments and which should also be budgeted for by departments.
- **Retrospective applications**
- **Payments to other Otago Polytechnic staff are not normally funded**
- **Other exemptions** - Travel or other expenses that are clearly part of a large project that should more appropriately be submitted as a full research proposal to the Research Grants.

How Do You Apply?

1. Write a 1 or 2 page project proposal.
2. If this is a new project also get approval from your Head of School or Supervisor and check with the Kaitohutohu whether your research is likely to be of interest to Ngai Tahu
3. Send an electronic copy of your proposal to the Research Office Administration Officer

When Do You Apply?

At any time, your application will be processed within 15 working days.

How Are The Decisions Made?

A sub- committee of the Research Committee assesses each proposal on its merits according to the goals and objectives of the Research Plan. Projects will be evaluated according to the following considerations:

- The research outputs of the project (eg publications, exhibitions etc)
- The contribution the project makes to the research environment at Otago Polytechnic
- The contribution the research project makes to developing the research skills or research experience of staff or students

NB Applications are considered on a first come first serve basis.

How Will You Know You Have A Grant?

The Research Office will let you know the sub-committee's decision. If your proposal is approved and funding is granted, the notification will include instructions for accessing your grant.

Where Can You Get Help In Making An Application?

Help is available from the research office or representatives on the Research sub-committee. There are a number of experienced researchers in the Polytechnic who can also help you. Contact the research office for contact details.

SECTION 3: APPLYING FOR AN TRAVELLING SCHOLAR GRANT

Who Can Apply?

Any full-time or proportional, academic or general staff member of Otago Polytechnic. NB Researchers may only make one application per year to this fund.

What Can You Apply For?

Travel & Accommodation costs -Travel related to undertaking a research project, exhibition, deliver a paper at a Conference **or** bring a visiting scholar to Otago Polytechnic

Other - Please discuss with the Research Manager prior to application

The maximum grant payable is up to \$3,500

Note: The Research Committee reserves the right to use its discretion when considering applications.

What is not Funded?

- **Per diems** - Per diems for Otago Polytechnic staff are not funded by traveling scholar grants.
- **Office expenses or hospitality** - The cost of postage, photocopying, typing and other general administration costs along with tea, coffee or other refreshments are expected to be met by Departments and will not be funded by traveling scholar grants.
- **Applications from students**
- **Retrospective applications**

How Do You Apply?

1. Write a 1 or 2 page project proposal.
2. Include a supporting letter from your HOD or confirmation of acceptance to the Conference
3. Send an electronic copy of your proposal to the Research Office Administration Officer

When Do You Apply?

At any time, your application will be processed within 15 working days.

How Are The Decisions Made?

A sub- committee of the Research Committee assesses each proposal on its merits according to the goals and objectives of the Research Plan. Projects will be evaluated according to the following considerations:

- The research outputs of the as a result of this travel (eg publications, exhibitions etc) and the contribution this trip will make in developing the research skills or research

experience of staff or students

NB Applications are considered on a first come first serve basis.

How Will You Know You Have A Grant?

The research office will let you know the sub-committee's decision. If your proposal is approved and funding is granted, the notification will include instructions for accessing your grant.

Where Can You Get Help In Making An Application?

Help is available from the research office or representatives on the Research sub-committee. There are a number of experienced researchers in the Polytechnic who can also help you. Contact the research office for contact details.

SECTION 4: USING AND ACCOUNTING FOR YOUR GRANT

The Grant

The letter or e-mail you receive from the research office approving your grant application, will specify the amount of your grant and the BUN number you should use when charging expenses.

Unless otherwise specified you will be required to expend your grant in the year it has been applied for. If you have a multi-year project, funds may be granted as a series of annual grants tagged to specific years rather than a single amount.

If you think you may not need the total grant please inform the Research Office Administration Officer so those funds can be allocated elsewhere.

At the end of each financial year that ends in December, you will also be required to account for your expenditure and report on your project.

Proposed Changes

You are responsible for letting the Committee know if you are contemplating any changes in your project. Sometimes, for example, the timeframe a person is working within needs to be altered, or they strike a problem with the process they proposed using their project. If this happens to you, let the Committee know how you are intending to change the project.

If the proposed changes affect research participants in any way, the changes will need approval from the Ethics Committee as well.

Funding Accruals for Research Grants

If circumstances prevent you from completing your project within the year the funding was given you can apply for an accrual to the following year. In order to be considered you must submit an extension of grant form to the Research Office by 1 October (available on the Research Intranet page). Contact the Research Office administrator for details.

Final Report

1. If your project has resulted in a thesis, book or similar work, you can forward a copy of this to the Committee as your final report. Otherwise you will need to write a full report.
2. For creative work, a full report of this kind may not be possible. In this case, please send a record which best portrays the end product of the creative work process. For example, this may be a photograph, video or catalogue, together with a short written explanation of the project.
3. For other projects, write a summary of the project that explains the projects goals, the process used, the end results and the project's application to the work of the Polytechnic. If the project involved the making of a video, for example, send a copy of this to the Committee.

Other Reports & Presentations

Once your project is completed you should list the output in the Research Database. It is expected that you will also present the findings of your research to other staff either at a research forum or as an article in the Research newsletter.

Closing the Account

On completion of the project, we close the ledger number. If, during the project the expenditure from a ledger number reaches the limit of the funding granted, we close it immediately. You are liable for any overspending.

