



**Australian Government**

**Australian Institute of Criminology**

# CRIMINOLOGY RESEARCH GRANTS (CRG)

Guidelines for grants

2016–17



Criminology  
Research  
Grants



# 1. What is the Criminology Research Grants Program and what is the role of the Criminology Research Advisory Council?

The Criminology Research Grants (CRG) program is a competitive program that provides funds to support the conduct of high quality, policy-relevant research projects in the area of crime and criminal justice. The CRG is funded through annual contributions by the Commonwealth, State and Territory Governments.

The CRG program is administered by the Australian Institute of Criminology (AIC) on the basis of recommendations from the Criminology Research Advisory Council (CRAC, or the Advisory Council). The Advisory Council, which includes representatives from each of the contributing Governments, provides recommendations to the Director of the AIC on research priorities and an assessment of research grants applications made under the annual Criminology Research Grants (CRG) program. The CRAC bases its assessment on the recommendations of an Academic Panel chaired by the Academic Advisor (AIC).

## 2. What projects are supported?

The AIC is empowered by section 6(c) of the *Criminology Research Act 1971* to award grants for:

- criminological research that is relevant to the public policy of the states, the Australian Capital Territory and the Northern Territory
- activities related to that research (including, for example, the publication of that research).

The term 'criminological research' is defined in the Act to mean research in connection with:

- the causes, correction and prevention of criminal behaviour
- any related matter.

The CRG program awards grants to researchers in universities, not-for-profit organisations, government departments and elsewhere. Grants are only for research within Australia.

## 3. Confidentiality

- (a) The AIC receives all applications for funding in confidence.
- (b) Intellectual property rights for information contained in applications submitted to the AIC remain with the applicant(s) until varied in accordance with the terms of any contract entered into between the AIC and the successful applicant(s).
- (c) All information contained within applications, once received by the AIC and during the process of assessment, may only be disclosed to Advisory Council members and their advisers, panel members, external referees and staff of the AIC directly involved in the administration of the Advisory Council and CRG program.
- (d) Disclosure of any information contained in applications to persons other than those referred to above, or use of information contained within applications other than in connection with AIC's activities and statutory reporting and archiving requirements, is not permitted.
- (e) Applicants who are not awarded funding may, however, agree in writing to the disclosure of information contained in their applications to specified persons or for specified purposes.
- (f) Applicants who are not awarded funding may appeal the final decision made by the AIC Director only on grounds of an administrative error.

Applicants are also required to declare in writing to the AIC where any actual, apparent, or potential conflicts of interest exists or might arise in relation to their Application that may impact on it, the proposed Project, or any funding agreement they may enter into with the AIC.

## 4. Application process

The AIC invites applications for funding for projects on the following basis:

- The closing date for receipt of applications for the Criminology Research Grants is 12 August 2016.
- Applications received after the closing date will not be considered.
- Application forms must be completed and any necessary supporting material provided by the closing date.

The following material should be submitted:

- CRG application form—to be presented in no smaller than 12 point font. References may be in 10 point.
- Personal particulars form for each applicant and researcher (each CV must consist of no more than two pages double-sided, four in total)
- Supporting material—not to exceed six pages double-sided (12 in total). Supporting material exceeding this length will be returned to the applicant. It should include:
  - (a) literature review (not to exceed three single pages)
  - (b) details of research, aims and methodology.

The total grant application should include:

- grant application form
- personal particulars forms
- supporting material (up to six pages double-sided, 12 in total)
- CVs for each applicant (up to 2 pages double-sided, 4 in total, per applicant)
- ethics approval documentation (if applicable)
- written confirmation of support /co-operation from other agencies, specifying the nature of the support (eg, access to administrative data).

Applications should be in a single Microsoft Word or Rich Text Format file. Other materials/ documentation can be submitted via PDF attachment by email to\*:

**crg@aic.gov.au**

or by mail or courier\*\* to:

**The Grants Administrator  
Australian Institute of Criminology  
GPO Box 1936  
CANBERRA ACT 2601**

\*It is the applicant's responsibility to ensure delivery of emailed applications, and it is suggested that the 'return receipt' facility be used.

\*\* Supporting evidence can be submitted by mail and should be provided as a single document.

All material, including any separately submitted supporting evidence, must be received before close of business on 12 August 2016.

All applications will be acknowledged. If you do not receive acknowledgment you will need to contact the Grants Administrator before close of business on the due date of 12 August 2016 to ensure the application has been received.

## 5. What should the supporting material include?

Applications should include a review of the relevant literature (**please place an asterisk next to publications relevant to your application**). The review should be up to date, selective but not necessarily exhaustive. It

should convey in a concise manner the applicant's awareness of the current state of knowledge of the questions on which he or she proposes to conduct research.

The objectives, benefits and national significance of the proposed research should be stated clearly and in detail. The research design should be logically sound and suited to the problem under investigation. The proposal should also reveal that the applicant is familiar with:

- the sources and reliability of data
- the techniques of data analysis appropriate to the project.

## 6. Policy relevance and justification

Policy relevance may arise if research findings:

- (a) contribute to knowledge of crime trends, which could be used for planning and resource allocation by government agencies
- (b) explore an under-researched topic
- (c) relate to a current or emerging serious criminal justice issue
- (d) will be of benefit in developing new policies or procedures for dealing with the crime problem in question
- (e) will be of benefit in devising crime reduction strategies
- (f) will assist in developing police policies or practices
- (g) will be of benefit in devising legislative reform proposals
- (h) would support and assist in the development of existing work by government agencies
- (i) would inform training activities for criminal justice personnel
- (j) will assist victim support activities or services
- (k) will assist in offender support activities or services
- (l) will contribute to statistical data holdings.

## 7. Research involving human subjects—ethics approval

Applicants proposing to conduct research with human subjects or on ethically sensitive topics must present evidence of compliance with the ethical guidelines for conducting such research. No person shall become the subject of research supported by the CRG without his or her competent, voluntary and informed consent. Special consideration and protection should be given to subjects who may lack full capacity to secure their own rights and interests, such as children, the mentally infirm and persons in involuntary custody.

Applicants must take steps to protect the confidentiality of data and the privacy of subjects and must be mindful of the conditions posed by the *Privacy Act 1988*.

It is essential that applicants proposing to conduct research with human subjects or on ethically sensitive topics obtain the formal approval of an NH&MRC-approved institutional human research ethics committee (usually the one attached to the institution with which they are affiliated) or, where applicable, of the host institution under whose auspices they propose to conduct research.

A proposal that requires ethics committee approval may still be considered by the AIC if approval is pending at the time of the Advisory Council's meeting, in which case any grant will be conditional on ethics committee approval being obtained.

**Applicants should ensure ethics committee approval can be obtained without delay upon the Advisory Council's request.**

## 8. Assistance from government departments, institutions or organisations

Where the support and co-operation of government departments, institutions or organisations is required for a proposal, applicants should obtain evidence of such support; approval of a grant will depend on such support having been obtained. A proposal that requires the support of an external agency may still be considered by the AIC Director if approval is pending at the time of the Advisory Council's meeting, in which case any grant will be conditional upon approval being obtained.

**Applicants should take into account the time required for obtaining such approval in framing timelines for projects.**

## 9. Budget

Applicants should provide a detailed list of all items for which they are seeking support with the cost of GST indicated as a separate item in the proposed budget. Each item should be grouped in the categories listed in the application form and contain the information specified as follows. Guidelines for inclusion of items are also set out below.

(a) Research personnel

- level of proposed research personnel
- whether full-time or fractional
- the precise role and duties each will have in the project.

(b) Equipment

Equipment required should be carefully specified. Any items exceeding \$150 in value purchased with moneys constituting the grant shall become and remain the property of the AIC. Only in exceptional circumstances will approval be given for the purchase of personal computers and software for the running of a project. Such equipment should be available through the applicant's department or employer organisation. Requests for equipment are scrutinised very carefully.

(c) Travel

Air travel will only be funded at advance purchase economy rates. Subsistence allowances and mileage allowances (if private vehicles are used) must conform to reasonable public sector benchmark rates. Where it is necessary to use self-drive hire cars, the reasons should be clearly stated.

(d) Maintenance

This could include costs relating to the following:

- stationery
- printing
- photocopying
- photography
- postage and telecommunications charges etc.
- computer hire (if appropriate).

(e) Administration

This should detail any administrative costs that will be incurred in excess of those costs ordinarily met by the host institution. Budgets for administration on-costs and infrastructure are limited to a maximum of 25 percent.

(f) Other

Items such as taxes and incidental expenses should be included here.

## 10. Assessment criteria

Applications will be assessed against the criteria below. The assessment process will consider the level of risk associated with the project and the risk management approach identified by the applicant when assessing each of the criteria.

- (a) public policy relevance
- (b) the extent to which the proposed research will have practical application and contribute to the understanding, prevention or correction of criminal behaviour or otherwise support the objectives of Australian criminal justice systems
- (c) the likelihood of the proposed research making a substantial and original contribution to criminological knowledge
- (d) the cost-effectiveness of the research
- (e) the soundness of the design and methodology, and the feasibility of the research
- (f) the competence and availability of the applicant(s) or principal investigator(s) to undertake the proposed research
- (g) Ethics Committee approval, where appropriate
- (h) availability of data, where required
- (i) the extent of funding or in-kind support obtained from relevant agencies.

The AIC does not encourage applications for research that in its view falls within the normal operational responsibilities of Australian Government departments, or institutions, or which are more appropriately funded by other research bodies.

Funding from other sources:

The AIC welcomes applications for research projects where partial or supplementary funding is being provided or has been sought from other sources.

The AIC will not generally grant funds to:

- (a) research that predominantly involves overseas travel or is to be conducted predominantly outside Australia
- (b) applications primarily seeking funding for the purchase of equipment or the conduct of, or participation in, seminars and conferences

The AIC will not provide financial support for doctoral research conducted by any of the applicants, except in some of the cases where such research is incidental to a larger project. The AIC may also provide funding to enable the publication of completed doctoral research.

All applications undergo a preliminary examination by a panel comprising:

- (a) CRG's Academic Advisor
- (b) two experienced criminological researchers nominated by the President of the Australian and New Zealand Society of Criminology (ANZSOC) and appointed by the Advisory Council.

The two senior criminologist panel members will independently assess each application against the panel evaluation criteria, following which CRG's Academic Advisor will assess applications for their policy significance and provide a recommendation to the Advisory Council.

All applications, together with the panel's reports and recommendations, will be placed before the Advisory Council for consideration. The Advisory Council will then make recommendations to the Director of the AIC.

Following the Advisory Council meeting at which a grant is recommended, the applicant will be notified in writing by the AIC Director.

### **PLEASE NOTE:**

Supplementary information may be required from successful applicants.

## 11. Conditions of grant

### (a) Grant funding agreement

Successful applicants are required to sign a written funding agreement with the AIC before any grant funds can be paid. The funding agreement will prescribe the conditions under which grant funds will be made available to the applicant as well as conditions of conduct for the approved research. Successful applicants are advised that insubstantial variations requested of the funding agreement will not be considered. The funding agreement must be signed and executed within sixty (60) days of the date of approval.

### (b) Grant moneys

Grants of 12 months will be paid in four instalments, as follows:

- 35% at the commencement of the project
- 35% half way through the project upon receipt and acceptance by the AIC Director of a satisfactory progress report
- 20% upon submission of the Final Report and draft T&I
- a final 10% upon acceptance of the Final Report and T&I for publication, provision of correct final expenditure statements and Final Reporting clauses being met.

For grants of more than 12 months, arrangements for payment of funds will be negotiated as necessary. However, recipients should note that 10% of the funds will not be paid until the final report has been accepted for publication, and all obligations under the funding agreement have been completed.

All milestone payments will not be made until the most recent quarterly expenditure statements have been validated and accepted.

### (c) Expenditure of moneys

At the end of each quarter of the duration of the grant, the recipient, or body administering the grant on their behalf, shall submit upon the forms provided particulars of moneys expended in relation to the grant. Recipients must certify that moneys were expended solely for the purpose of carrying out the approved project. A nil expenditure return is to be furnished for a quarter where no expenses have been incurred.

## 12. Reports

In accordance with the funding agreement, recipients must submit reports of all work undertaken under an approved project. Reports must comply with the requirements of the funding agreement and include the results of the research (other than in progress reports). The AIC claims ownership of any intellectual property created as a result of projects funded by research grants. However, the AIC grants a permanent, irrevocable, royalty-free and unrestricted licence back to a recipient, allowing independent publication. Publication other than through the AIC is dependent on the final report being accepted and published by the AIC or written approval being given from the CRAC prior to that stage.

### (a) Progress report(s)

Progress reports should give details of where the research stands in relation to the set objectives. They should include a discussion both of research processes (eg methodological design, development of fieldwork instruments, sampling, and other achievements or problems associated with implementing and conducting the study) and research outcomes (including, where possible, the results of preliminary analysis). Progress reports should be concise, but they need to contain sufficient detail to permit the Director to make an assessment of the viability and importance of the research and the need for the agreed funding to be continued. Only one copy of the report is required.



#### (b) Final reports

At the end of the project, unless otherwise specified, the recipient is required to forward to the AIC an electronic version (in Word or Rich Text Format) of each of the following documents:

- The final report—a complete and detailed account in monograph form of the research project covering background information (eg a literature review), objectives of the research methodology, research findings and conclusions, written in a form acceptable for consideration for publication by the AIC. The AIC reserves the right to subject final reports to peer review and to require authors to address peer review and editor's comments prior to the report being accepted by the AIC. There is no AIC template for final reports.
- A paragraph summarising the main findings of the research for inclusion in the AIC's Annual Report.
- A paper of approximately 5,000 words based on the final report and written in a form acceptable for publication in the Australian Institute of Criminology peer reviewed *Trends and Issues in Crime and Criminal Justice* (T&I) series. This paper should be prepared using the T&I template, which is available from the Grants Administrator.

#### (c) Policy outcomes

Given the explicit policy focus of CRG-funded research, the final report should conclude with a section that describes the policy implications and outcomes of the research. Policy implications and outcomes should also be reflected in the *Trends and Issues* paper. Final reports that do not explicitly address policy implications will be returned to the author(s) for amendment.

### 13. Acknowledgment of the AIC and the CRG program

The recipient shall acknowledge the support of the AIC, through the CRG Program, in any report or publication resulting from the research and shall include in a prominent place the words:

This is a project supported by a grant from the Australian Institute of Criminology (AIC) through the Criminology Research Grants Program. The views expressed are the responsibility of the author(s) and are not necessarily those of the AIC.

### 14. Archiving of data

The recipient shall lodge with the Social Science Data Archives at the Research School of Social Sciences, Australian National University an electronic copy of any non-confidential data compiled in the course of the approved project and agree to the use of such data for possible secondary analysis.

### 15. Notification of publications

The recipient shall notify the Grants Administrator of the full publication details of all publications (whether refereed or not) that appear based on the research in respect of which funding was granted by the AIC. Notification should be by email to [crg@aic.gov.au](mailto:crg@aic.gov.au).

## Australian Institute of Criminology

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