Research Grant Program Guidelines and Application Form

Mission

The Project Governance and Controls Symposium (PGCS) is a not-for-profit organisation focused on expanding knowledge of the governance, management and control of projects, programs, and portfolios in Australasia and rewarding excellence in research. A core component of our mission is the funding of research into aspects of project, program, and/or portfolio, governance, management and/or control in the Australian context.

Purpose

To achieve this mission, PGCS:

1. Runs an annual ***Symposium*** supported by ***Masterclasses*** in Canberra each August: https://www.pgcsymposium.org.au/
2. Offers ***research grants*** to researchers based in Australia.

The research grant to be awarded in 2024 is set at $15,000.00. Future grants will be determined based on the success of our Symposium and Masterclasses each year and awarded annually.

Eligibility Criteria

The PGCS Research Grant is available to any academic or post graduate researcher (including PhD candidates), based at an Australian University, researching a topic consistent with our mission.

For administrative purposes, the grant will be awarded to an individual researcher (the Applicant). The applicant may prepare this application and undertake the funded research:

- As an individual
- Under the supervision of, or with the assistance from, more senior Academics or industry practitioners
- As part of a collaboration involving other researchers either within the Applicant's university, between universities, and/or involving industry.

The grant may be awarded to support ongoing research or to fund new research.

Key Criteria:

- The researcher or researchers are employed by, or studying at, an Australian or New Zealand University, or universities.
- The research is supported by one or more Australian or New Zealand Universities.
- The research is primarily focused on the management of projects, programs, and/or portfolios in the context of Australian business or government practice (Note: this provision does not preclude collaboration with overseas participants).
- The research is focused on improving the practice of one or more of:
    - Project governance, management and/or control
    - Program governance, management and/or control
    - Portfolio governance, management and/or control.
- The grant recipient agrees to present a report on their findings at the annual Project Governance & Controls Symposium in Canberra, the presentation and report to be made available for publication on the PGCS website at https://www.pgcs.org.au/research/researchawards/.

How to submit the Application

1. The research grants for 2024 will close on **30th June 2024**.
2. All applications are to be completed using the Application Form provided below.
3. An electronic copy of this application form and all supporting documents must be submitted to PGCS at **pgcs@consec.com.au** by close of business on the due date.

Late applications and those that do not fulfil the eligibility criteria will not be accepted. All applications must include the signed declaration of the applicant accepting their responsibilities as defined in these guidelines.

Research Grant Assessment Process

The PGCS Committee is responsible for the assessment of all grant applications.

The process for review is as follows:

- Applications received by the closing date are forwarded to the Coordinator of the research grants shortly after receipt
- An email letter of confirmation will be sent to acknowledge all applications received. Applicants who submit an incomplete application or do not meet the eligibility criteria will not be considered and will be notified after the closing date
- A copy of all eligible research proposals will be provided to members of the Academic Review Committee for a double-blind assessment using the specified criteria
- The panel's recommendations together with a full copy of all eligible applications are provided to members of the PGCS Board of Directors to approve the award of any grant, or grants
- All applicants will be advised in writing via email of the outcome of their application by 5th August 2024

- Successful applicants will be announced at the PGCS Symposium in Canberra and a subsequent PGCS Communique, winners are invited to attend the Symposium to be acknowledged receive their award
- Successful applicants will be required to attend the Symposium in Canberra following completion of their research to present their report, and
- It is at the discretion of the Committee as to whether all or part of the allocated funds will be awarded to applicants. The decision of the PGCS Board is final and binding.

Research Grant Assessment Criteria

Applications for grants will be competitive. Selection will be determined by the rigour and practicality of the research proposal.

Each research proposal submitted is assessed based on the following elements of the grant application:

- The significance of the research to advancing the practice of project, program, and/or portfolio, governance, management and/or control, in Australia
- Quality, relevance and recency of the literature review and background to the proposed research
- Adequacy and feasibility of the research design
- Consideration of any ethical issues, and
- The contribution of the PGCS grant towards enhancing or enabling the research.

Responsibilities of Successful Research Grant Applicants

All recipients of awards must sign an agreement as part of their application stating that they will comply with the following terms and conditions:

- A written report will be provided to the PGCS Committee within two months of the completion of the research for presentation at the next PGCS Seminar. The report for must include:
    - Title of the research
    - Investigator details
    - Brief research outline
    - Brief background to the research
    - Aims and objectives of the research
    - Research methods
    - Summary of analysis and findings; and
    - Conclusions and recommendations.
- A separate financial report detailing all expenditure of the grant, budget, and actual is to be provided on request.
- Recipients agree to disseminate the outcomes of their research through publication on the PGCS website and presentation at the next annual PGCS Symposium*.
- The Committee recognises that during the course of many research projects, circumstances change and sometimes a variation to the research design is necessary.

If the recipient wishes to make changes to their research design after the grant has been awarded, the Chair of the PGCS Committee should be notified.

- The PGCS must be acknowledged on all printed material and at all presentations associated with the grant.

*__Note:__ PGCS publish presentations, reports and papers under a Creative Commons licence, the authors retain all other rights. We recognise that on occasions, and depending on the nature of the research, this may not be appropriate. If there are potential issues relating to secrecy, security and/or intellectual property include the restrictions in an addendum to your research proposal.

Allocation of Funds for Research Grants

Payment of monies will be made at the following times:

- On award of the grant 60%
- Final report 30%
- Presentation as PGCS Symposium 10%

It is expected that the research will be completed within 24 months of the first payment of monies. The Chair of the PGCS Committee should be notified of any significant changes to the timeframe proposed.

_____

Application Form

Applicant Information:

Name: _____

Phone: _____

Email: _____

Address: _____

_____

University Information:

Name: _____

Location: _____

Research Considerations:

Do you have ethical approval for this research?
Yes / No / Submitted, awaiting approval / Not required

Is this research a requirement of a tertiary postgraduate qualification? Yes / No

If 'yes' Course and University: _____

_____

Total funding sought from PGCS (max. $15,000): $_____

Please indicate if you would accept less than this amount? Yes / No

Please note, the grant awarded (if any) will be the full, final, and complete payment made by PGCS. The Applicant is responsible for all taxes, fees and other institutional charges that may arise out of, or in connection with the payment of the grant.

For more information on the PGCS Grant, including Q & As see:
https://www.pgcs.org.au/research/

Researcher Details:

The applicant detailed above must be the primary researcher.

Provide details below of any supervisors, collaborators, or research assistants working with the applicant including name, University affiliation and the person's role in the proposed research. Provide information below or attach a separate document:

_____

_____

_____

_____

Proposed Budget:

Provide an overall budget for the research (in general terms) and details of how the grant is proposed to be used.

Provide information below or attach a separate document:

_____

_____

_____

Research Grant Declaration

All applicants must submit this signed declaration with their application.

Should I be successful in my application I agree to provide PGCS with a written report of my research project within two months of completion. If requested I agree to present this at a PGCS Symposium. I also agree to comply with the 'responsibilities of successful research grant applicants' as detailed in this document.

Applicant:

Full Name Printed Signature Date

Research Proposal – <u>Submit this section as a separate document for blind review</u>:

Attach your research proposal as a separate document, maximum length 4 sides of A4 paper at 12-point font. **DO NOT** include personal or other identifying information in this separate document.

Information required

1) Research title
2) Brief research outline
3) Brief background to the research
4) Overview of literature review
5) Status of ethics approval
6) Aims and objectives of the research
7) Proposed research methods
8) The practical benefits expected to be derived from the research
9) Any constraints on publication related to secrecy, security or IP
10) Why you think PGCS should support this application
11) Proposed overall budget and intended use of PGCS Funding.

Note, the sequence of the sections can be varied as needed, the panel will assess the information provided against the selection criteria outlined above.