

Applied Research and Innovation Project Round 2: Grant Application Form

📌 Researchers from Victorian TAFE Institutes are invited to complete this online form to apply for Round 2 of the Applied Research and Innovation Project research grant. Application deadline date: Wednesday 17 December 2025 (5pm)

📄 Section 1: Applicant Information

Lead Applicant Name:

Position/Title:

Institute/Department/Faculty:

Email Address:

Phone Number:

Proposed Small-Medium Enterprise (SME) Partners: (Identify Small to Medium Enterprise (SME) partner(s) who will collaborate on applied research projects addressing critical challenges within the Care Economy.) Note: The project's core challenge or opportunity must be co-designed and identified in consultation with the mandatory SME partner.

Project Team Members: (Name(s), position(s), affiliation (s) and role(s) in the project)

Project Duration and Timeline (maximum 12 months):

Please outline the proposed timeline, key milestones, and deliverables for your project. Note that all funded projects must be completed by February 2027. Guidance: You may use a table format to clearly indicate your project timeline, key milestones, and deliverables if you prefer. Refer to the Application Guide for more information.

2.1 Project Title:

2.2 Project Summary (maximum 300 words): (Provide a brief overview of the project, including its objectives, research questions, and expected outcomes)

3.1 Applied Impact and Contribution to the Care Economy (maximum 300 words):

Please detail the project's strategic fit with the Round 2 mandate by addressing the following points:

- **Applied Problem Solving and SME Relevance:** Clearly articulate the specific problem, gap, or opportunity within the Care Economy that this research addresses.
Guidance: Explain how this challenge was identified in consultation with the mandatory SME partner, and how your TAFE expertise will be integrated to develop a practical, applied solution for that partner.
- **Tangible Outcomes and Sector Benefit:** Describe the expected tangible outputs (e.g., prototype, training module, refined process) and the immediate benefits these will deliver to the collaborating SME. Furthermore, describe the potential for these outcomes to be scaled or transferred to create broader, positive impact across the Care Economy sector.

Refer to the Application Guide for more information.

3.2 Implementation Pathways (maximum 400 words):

Explain how project results will be applied and who benefits.

Key Stakeholders and End-Users

- The main partners are the Academic Research Team and the mandatory SME, who co-design the project and benefit first.
SME staff are the primary users, care recipients are the ultimate beneficiaries, and the wider Care Economy sector and funding body also gain value.

Credible Pathways for Implementation and Application

- Your strategy should show that outputs are practical, ready to use, and scalable across the sector.

Co-Design and Validation

- Work with the SME to agree on the problem and research questions so the solution meets real needs.

Applied Pilot and Integration

- Test the solution in the SME's workplace and, once proven, embed it into their standard processes.
Example: A validated training module added to SME onboarding and annual development to ensure sustainability

Sector Scale

- Ensure the project's practical solutions (developed with the SME partner) are converted into accessible resources (e.g., toolkits, policy briefs) to accelerate adoption across the care sector.

Refer to the Application Guide for more information.

4.1 Research Plan and Methodology (maximum 300 words):

- Describe the research approach, methodology, and key milestones.
- Explain how the project aligns with industry needs and ensures research credibility.

Refer to the Application Guide for more information.

4.2 Education and Training Opportunities (maximum 300 words):

- Detail how the project contributes to education, training, and **workforce development**.
- Explain potential curriculum innovation or student upskilling opportunities.

Refer to the Application Guide for more information.

5.1 Project Team Expertise (maximum 300 words):

- Outline the skills, knowledge, and experience of the project team members.
- Explain how the team composition supports successful project delivery.
- Please submit CVs for each member of the research team which demonstrates their knowledge and expertise in applied research and/or the care economy along with the Grant Application Form.

Refer to the Application Guide for more information.

5.2 Risk Management (maximum 300 words):

- Identify potential project risks (e.g., financial, personnel, timeline, safety).
- Describe mitigation strategies to address identified risks.

Risk Mitigation Example: To counter project delays due to SME competing priorities, the project team will agree on a clear timeline with milestones upfront, secure leadership commitment, and schedule regular check-ins with built-in buffer time.

Refer to the Application Guide for more information.

6.1 Requested Grant Amount and Justification (maximum 150 words):

- Please state the total amount requested (\$50,000 – \$100,000) and provide a high-level summary justifying this request.
The full itemised breakdown must be completed in the mandatory **Budget Proforma** document, which must be uploaded with your application.
Tip: Don't forget to include an allocation for low-risk ethics approval from an approved Human Research Ethics Committee (HREC), as this is often required for projects involving people or data.

Refer to the Application Guide for more information.

6.2 SME and Partner Contributions (maximum 150 words):

- Summarise the confirmed financial and/or in-kind contributions being provided by the mandatory SME partner and any other collaborators.
This should align with the details in your **SME Letter of Support** and the **Budget Proforma**.
In-Kind Support Explained: This refers to goods, services, or resources the partner provides without charging the grant funds, such as staff time, access to facilities, or use of their data systems.

Refer to the Application Guide for more information.

6.3 Intellectual Property:

Will there be any intellectual property developed?

Yes

No

If yes, please list details:

Section 7: Research Ethics and Compliance

7.1 Ethics Statement and Status (maximum 200 words)

Please confirm whether your project involves human participants (e.g., staff, clients/care recipients, students) or requires other ethical or regulatory clearance (e.g., data security, use of sensitive information).

Guidance:

- If your project requires ethics review, please state the status (e.g., approved, submitted, intended to submit).
- If your project has been granted approval, please provide the approval reference number.
- If you believe the project is exempt from formal review, please briefly explain the rationale for exemption. Final grant agreements will be conditional upon the submission of all required ethics and institutional approvals, as projects cannot commence without ethics clearance.

Important: Any project involving human participants will need at least low-risk ethics approval. TAFE applied research requires this to protect participants and ensure compliance. If your TAFE does not have its own Human Research Ethics Committee (HREC), you must apply through an external HREC registered with the NHMRC (National Health and Medical Research Council) to meet national standards.

For further details, refer to the **Application Guide** (Section 7 on page 10), visit the **Applied Research and Innovation website FAQs**, or contact the **Applied Research Project Team** for guidance on the process and approved HREC options.

**Declaration by the Applicant
(Chief Investigator/Project Lead)**

By submitting this declaration, I certify that:

- I confirm that the information provided in this application is accurate and complete to the best of my knowledge and that my Institute supports the application.
- I confirm that my Institute supports this application and endorses the proposed project.
- I confirm all investigators (core project team members) named have read this application in full and have given their consent to be included.

Name:

Position:

Signature:

Date:

**Declaration by the applicant's
Institute Chief Executive**

Declaration by the applicant's Institute Chief Executive I certify that:

1. I am an authorised signatory on behalf of the entity identified as the Institute's Chief Executive
2. The Chief Investigator/Project Lead has an agreement with this Institute to undertake the research described in this application, if successful.

Funding Conditions:

- Successful research teams will be required to enter into a formal agreement specifying project milestones and progress expectations.
- Disbursement of funding may be contingent upon the achievement of these agreed milestones and requirements.

Name:

Position:

Contact Number:

Email Address:

Signature:

Date:

Applications will close Wednesday 17 December 2025 (5pm)

Please complete this form and submit your grant application by sending it to E: appliedresearch@holmesglen.edu.au