Applied Research and Innovation Project Round 3: Grant Application Form

> **ℹ Researchers from Victorian TAFE Institutes are invited to complete this online form to apply for Round 3 of the Applied Research and Innovation Project research grant. Application deadline date: Monday 16 March 2026 5pm.**

🪪 Section 1: Application Information

Proposed Small-Medium Enterprise (SME) Partner(s): Identify the SME partner(s) collaborating on this applied research project to address critical Care Economy challenges. (Note: The core challenge or opportunity must be co-designed and identified in consultation with the mandatory SME partner).

Project Duration and Timeline (maximum 6 months): Outline the 6-month timeline, key milestones, and deliverables. All projects must be completed by 1 December 2026.

Month	Milestone	Key Deliverable
1		
2		
3		
4		
5		
6		

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)

2.1 Project Title:

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

- **Problem and Relevance:** Describe the specific Care Economy gap identified with your SME partner and how TAFE expertise will create a practical solution.
- **Outcomes and Benefit:** Detail tangible outputs (e.g., pilot study, module, refined process) and immediate SME benefits. How can these be scaled across the sector?

3.2 Implementation Pathways (maximum 400 words):

Outline the transition from research findings to practical application within the Care Economy. Your strategy must demonstrate that the project outputs are not just theoretical but are ready to be embedded into industry practice.

- **Key Stakeholders:** Identify the TAFE project team and the mandatory SME partner who co-designed the project. Clearly define the primary end-users (e.g., SME clinical staff, educators, or support workers) and the care recipients who will benefit.
- **Co-Design and Validation:** Confirm how the SME partner has informed the research questions to ensure the pilot study, evaluation, or report addresses a verified operational need.
- **Applied Integration:** Describe the specific mechanism for embedding the findings into the SME's workplace. For a Pilot Study or Formative Evaluation, this involves moving from testing to formal adoption in Standard Operating Procedures (SOPs). For Policy Evaluations or Evaluative Reports, this focuses on how recommendations will be integrated into the SME's strategic or quality frameworks.
- **Sector-Wide Scalability:** Explain how the project results will be converted into accessible resources (such as toolkits, evidence-based briefings, or validated logbooks) to support broader adoption across the Victorian TAFE Network and the wider Care Economy.

4.1 Research Plan and Methodology:

Describe your approach (e.g., Pilot Study or Formative Evaluation) and milestones. How does this ensure industry credibility and address Care Economy needs?

4.2 Education and Training Opportunities:

How does this project upskill the TAFE workforce, innovate curriculum, or provide student learning opportunities?

B3720226 ARI Project Round 3 Application Form

5.1 Project Team Expertise (maximum 300 words):

Summarise team skills and how the composition ensures 6-month delivery. Detail how this supports the leadership development of the TAFE Lead and team.

5.2 Risk Management (maximum 300 words):

Identify key risks (financial, personnel, timeline) and provide clear mitigation strategies.

RTO: 0416. IHE: PRV12129. CRICOS Provider Code: 00012G.   B3720226 ARI Project Round 3 Application Form

6.1 Requested Grant Amount and Justification:

Justify the $50,000 request. Ethics: If your TAFE Institute does not have a registered Human Research Ethics Committee (HREC) under the NHMRC, you must receive external ethics approval from an NHMRC listed and approved body. For a list of registered committees, please refer to the **NHMRC website**. Contact the ARI team for further guidance.

6.2 SME and Partner Contributions:

Summarise SME financial or in-kind support. Refer to the Application Guidelines for the SME Letter of Support Template.

Section 6 continues on next page...

6.3 Intellectual Property:

List expected IP. Licensing: Results must be provided to the Victorian TAFE Network under a non-exclusive, perpetual, royalty-free licence.

✓ 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).

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 Guidelines (Page 11) 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:

Application will close Monday 16 March 2026 (5pm)

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