

NATIONAL DRUG LAW ENFORCEMENT RESEARCH FUND

Grant Proposal Application Form

To be submitted by email to:

ndlerf@aic.gov.au

Any enquiries in relation to the Grant Proposal Application Form should be directed to:

The NDLERF Secretariat

Telephone (02) 6260 9216

Email ndlerf@aic.gov.au

1. Full title of Project

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2. Short title of Project for correspondence purposes

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3. Project Synopsis

Please provide a brief description of the project (up to 100 words), including key research questions and objectives, as well as proposed methodology.

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4. Details of organisation/institution to which the grant is to be paid

Name of organisation/institution reviewing the grant	
Australian Business Number	
Description of organisation/institution	
Name and title of officer responsible for research grant administration	
Business address	
Business telephone	Business email

5. Certification of head of organisation to which the grant is to be paid

Name	
Position	
I certify that the project is appropriate to the general facilities of my organisation and that I am prepared to have the project carried out in my organisation and to supervise the expenditure of funds allocated.	
Signature	Date

6. Certification of Chief Project Officer

Name	
Position	
I certify that the project is appropriate to the general facilities of the organisation and that I am prepared to manage the project, supervise the research to be undertaken, and produce project reports suitable for publication by NDLERF (where appropriate).	
Signature	Date

7. Details of Specified Personnel

Note: Please attach an abridged curriculum vitae (up to three pages) for all specified personnel, highlighting experience and expertise directly relevant to this grant.

	Chief Project Officer	Applicant 2	Applicant 3
Title, (eg Prof, Dr Mr, Ms) Given name/s and Surname			
Current Appointment			
Name of Organisation/ Institution Postal Address Email Phone			
Signature
Date/...../...../...../...../...../.....

RISK MANAGEMENT

All key project risks including mitigating strategies should be identified as part of the overall risk management approach.

8. Please provide details of other grants the personnel specified in item 7 above are currently funded under.

Chief Project Officer	Applicant 2	Applicant 3

9. Project objectives and anticipated practical value of the outcomes of the Project.

What are the specific objectives of the project? Also, briefly describe (between 300 - 500 words) what the project will contribute to drug law enforcement knowledge and / or policy and practice, highlighting national applicability, if relevant.

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10. Relevance to NDLERF Terms of Reference, Objectives and Funding Priorities

Indicate how the project is relevant to the NDLERF Terms of Reference, Funding Criteria and Research Funding Priorities (available on website at <https://ndlerf.gov.au/strategic-directions>).

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11. Avoiding duplication

What steps have you taken to ensure that this project will not duplicate work already undertaken?

(please use additional space if needed)

12. Has the Project already commenced?

Yes / No

If yes, when did it start?
If no, when could it commence and how flexible can the starting time be?
What is the expected duration of the project, including completion of the final report?

13. Has other external funding support been sought or obtained for the Project?

Yes / No

If yes, please indicate details below.

Name of organisation/institution(s) or funding body	Funding received (Y/N)	\$ Amount

14. If any specialist skills essential to the success of the Project are not available within the Project team (e.g. statistical analysis, economic analysis, evaluation etc.) please list below.

Skill area	Outline how this is to be addressed

15. Ethics Approval

In projects requiring access to governmental, institutional or personal records, or where the project requires consulting/interviewing members of the public, ethics approval **must** be obtained prior to project commencement.

Please provide below a comprehensive list of all data/activities that will be used in the project and outline details of the ethics approval status for each listed item.

Research data/activity	Name of ethics approval body	Status of approval process (Where relevant, attach documentation of approval)
(for example) • Telephone interviews with service providers	(for example) UNSW HREC	(for example) Not yet obtained
• Focus groups with frontline police to discuss agency policies and procedures	N/A	N/A
• Police arrest data	UNSW HREC	Obtained 1/2/11, Ethics No. 1234
• Emergency department data	UNSW HREC	Obtained 1/2/11, Ethics No. 1234

16. Literature Review

Applications should include a brief (max 5 pages) review of the relevant literature. The review should be up to date, selective, and 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. Proposals to conduct specialised policy analyses or program evaluations should review the methodology of, and substantive findings emerging from, comparable studies conducted elsewhere.

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17. Detailed Project Description

Please specify below the key research questions and summarise the project methodology that will be used to address these questions (include additional pages if needed). Points to be considered are: any existing theoretical background to the issue; any theories that the project would be testing; how proposed changes in drug law enforcement practices or other variables could lead to improved outcomes and what those outcomes could be; major themes of the project, project design, methods and/or tools of observation and measurement; groups / populations to be studied or sampled and justification of this; the sample size; data gathering or fieldwork processes; and any statistical or other analytical methods that are to be used. The applicant should also indicate

any particular limitations or issues with the proposed methodology (e.g. sources and reliability of data).

(please use additional space if needed)

18. Project Timetable. A final report must be submitted before 30 June 2016.

Proposed commencement date / /
Proposed duration of project and completion date Months / /

Please indicate the project stages (eg. design and development of research instruments or techniques, pilot study or exploratory field work, data analysis, evaluation) and estimate the time needed for each stage.

Stage	Duration	End date

19. Proposed Budget - Personnel details

Financial Year 2015/16	Person 1	Person 2	Person 3
Classification of position			
Full time equivalent salary			
Total hours to be committed			
Role and duties each will have in the project			
Cost per hour			
Sub-Total (excl. GST)			
GST			
Total (incl. GST)			
TOTAL COSTS FOR ALL PERSONNEL (incl. GST)			\$

20. Proposed Budget – Equipment / Assets

Equipment / Assets – Please specify items	2015/16
TOTAL YEARLY EQUIPMENT COSTS	
TOTAL EQUIPMENT / ASSETS COSTS (incl. GST)	\$

21. Proposed Budget - Miscellaneous Budget Items

Note: Report printing costs will be met by NDLERF

Miscellaneous Items	2015/16
Data Processing	
Travel	
Other (please provide details)	
TOTAL	
TOTAL MISCELLANEOUS COSTS (incl. GST)	\$

22. Summary of proposed annual Budget

Note: All costs must be quoted as GST inclusive

	Personnel	Equipment & Assets	Miscellaneous	TOTAL
Total Costs				\$

23. Justification of miscellaneous budget items

(please use additional space if needed)

24. In-kind contributions from applicant/s and/or agency/ies

(please use additional space if needed)

25. Pre-existing intellectual property

Is there any pre-existing intellectual property that will be used during the project that will continue to remain vested with the applicant?

Intellectual Property Description	Proposed utilisation of material in project
(please use additional space if needed)	

26. Dissemination of project findings

NDLERF is responsible for publication of final documents. However, please refer to guidelines regarding dissemination of any other sharing of/ or findings prior to and post publication.

(please include additional pages if needed)