Education Horizon Application

Researcher: [insert name here]

If approved and signed by the Department of Education, this Education Horizon Application which includes Schedules 1 and 2 (“Application”) together with the Education Horizon Terms and Conditions referred to below, form the Agreement (“the Agreement”).

**BETWEEN: STATE OF QUEENSLAND** acting through the Department of Education (ABN 76 337 613 647) (“Department”);

**AND: THE RESEARCHER** named in Section 2 of this Application (“Researcher” or “Applicant”);

**AND: THE SPONSOR** named in Section 2 of this Application (“Sponsor”).

By signing this Application, each of the Researcher and the Sponsor agree to accept the Education Horizon [Terms and Conditions](https://education.qld.gov.au/about-us/reporting-data-research/research/research-funding/education-horizon) applicable to the Department’s priority research grants named Education Horizon.

Once accepted and signed by the Department, this Application together with the Education Horizon Terms and Conditions, become an agreement which is legally binding on all parties. Successful parties will be notified by email.

No Agreement exists unless the Application is validly signed by or on behalf of the Researcher, the Sponsor and the Department.

The Researcher is also required to submit and have approved a separate research application through the [Queensland Education Research Inventory](https://education.qld.gov.au/about-us/reporting-data-research/research/applying-to-conduct-research) (QERI) website (Department Access Research Application). A Department Access Research Application must be received and approved by the Department before the Research Project can commence and before the Researcher or any member of the Research Team may approach any Departmental site or staff for data collection purposes or access any non-publicly available data for the Research Project.

**Submission:**

Applications are to be submitted to the Director, Research Services of the Department by **Monday 12 February 2024** by email at education.horizon@qed.qld.gov.au.

**Important information:**

* Please incorporate all necessary material as directed within this application. Do not send additional material as separate attachments as this will not be considered.
* Departmental employees are not eligible to apply OR BE PART OF THE RESEARCH TEAM. Evaluations of Departmental programs are not eligible for Education Horizon funding.
* All sections marked with an \* must be completed.
* Please include Schedules 1 and 2 in submitted application.

**SECTION 1 – RESEARCH PROJECT INFORMATION\***

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| **Research Project proposal title** *(Max 25 words)* |
|  |
| **Research Project summary***Focusing on the aims, significance and expected outcomes and benefits of the project. (Max 150 words)* |
|  |
| **Research question***Please outline your research question(s) (Max 50 words)*  |
|  |
| **Alignment with Department’s Research Priorities***Referring to the Department’s Research Priorities, please list which of the Department’s research themes OR topics the Research Project aligns with (e.g., The learning journey, Artificial intelligence in education etc). The Department’s research priorities are available in Schedule 2 - Guidelines of this application form.**Note: This question may or may not be applicable to Research Projects under the ‘Horizon’ funding stream.*  |
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| **Statistical procedures***Please list what statistical procedures (by type) you propose to use to analyse research data i.e., T-Test, regression analysis, multivariate analysis of variants, etc.* |
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| **Data requests***Does the application request centrally-held data? (Yes/No) If yes, please list the data that will be requested.* |
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| **Employment, staff matters, or professional development***Does the application involve research relating to employment, staff matters, workplace environments, or professional development? (Yes/No) If yes, please briefly describe.* |
|  |
| **Is the Researcher currently receiving funding from another research grant?** *If so, how is this project discrete/different from that project?* *(Max 50 words)* |
|  |
| **Is the Researcher, or any member of the Research Team, an employee of the Department?***Please detail. (Max 100 words)* |
|  |
| **Has the Researcher, or any member of the Research Team, applied to the Department for approval to conduct research for this project? If so, has the project been approved, and what is the Department’s reference number for the approval?***Please detail. (Max 100 words)* |
|  |
| **Will people who identify as Aboriginal and/or Torres Strait Islander be the focus of the research or be identified as a discrete category in your analysis?** *(Yes/No)* |
|  |
| **How will the Research Project be delivered in a way that complies with the latest version of the** [**Code of Ethics for Aboriginal and Torres Strait Islander Research**](https://aiatsis.gov.au/research/ethical-research/code-ethics)**?***If relevant. (Max 150 words)* |
|  |
| **How do you envision this research will be translated into effective outcomes in schools, early childhood education and care services, policy and/or practice?***(Max 150 words)* |
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| **Areas of Research and Grant Streams\*** *Please tick which area of research, and which grant stream you are applying for. Applicants must only apply under one grant stream per Research Project.**The Department’s Education Horizon Grant Streams are outlined in Schedule 2 - Guidelines of this Application.**The Department reserves the right to not award any grants in a particular category.* |
| **Areas of Research** |  |  | **Tick one** |
| *Indicate which area of research you are applying for. Only one area can be selected.*  |
| **Early childhood education and care**: Children engaged in quality early years programs |  |
| **Schooling**: Students engaged in learning and achieving successfully  |  |
| **Cross-category/transitions**: Research projects that span both early childhood education and care and schooling areas of research, or education transitions between learning phases and into further education, training and work |  |
| **Education Horizon Grant Stream** | **Max. amount of funding per grant** | **Max. duration of grant** | **Tick one** |
| *Indicate the grant stream you are applying under. Only one stream can be selected.* |
| 1. Desktop research/data analysis
 | Up to $60,000 | Up to 6 months |  |
| 1. Priority school discipline research areas:
* Culturally responsive discipline
* Restrictive practices in school settings
* Multi-tiered system of support for schools
* Practical approaches in data-based decision making to improve equity in schools
* Consequences of suspension and exclusion on students, peers, staff and family.

***Note:*** *$250,000 of the total funding pool is reserved for research under this stream.* | Up to $100,000 | Up to 12 months  |  |
| 1. Open research – aligning with the Department’s research priorities
 | Up to $100,000  | Up to 18 months |  |
| 1. Horizon research – ‘blue sky’ research for future-focused projects that may explore emerging or novel areas
 | Up to $200,000 | Up to 24 months |  |
| 1. Second phase research for projects previously funded by the Queensland or Australian Government (including, for example, previous Education Horizon or ARC grants), in the following two categories:
 |  |
| * Translation of previous research
 | Up to $50,000 | Up to 6 months |  |
| * Extension of previous research
 | Up to $100,000 | Up to 18 months |  |

|  |  |
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| **Total Education Horizon funding requested\****Insert the total Education Horizon funding amount requested.**(Use this field for the desktop research/data analysis, priority school discipline research, open research and second phase research grant streams.)* | $ |

***OR***

|  |  |  |
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| ***For the Horizon research stream only*****Total Education Horizon funding requested\****Insert the total Education Horizon funding amount requested by year.* | **Year 1** | **Year 2** |
| $ | $ |
| Total grant funding requested\* | $ |

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| ***For the Second Phase research stream only*****Please provide details of prior grant and outcomes.** *If Education Horizon grant, please provide the Department’s reference # (i.e., 500/27/…).**(Max 250 words – documentary evidence can be provided in Section 9.4.)* |
|  |

**SECTION 2 – APPLICANT (RESEARCHER) INFORMATION**

Please ensure all information is accurate and up-to-date, and mobile phone numbers are included.

Departmental employees are ineligible to apply or be a part of the Research Team.

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| **The Researcher\***  |
| **First Name:** |  |
| **Surname:** |  |
| **Title:** |  |
| **Position:** *(held at the Sponsor organisation. If a student, please also complete the Supervisor Details)* |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Primary Email (including for notices):** |  |
| **Email 2:** |  |
| **Supervisor Details *(if relevant\*)*** |
| **First Name:** |  |
| **Surname:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Primary Email (including for notices):** |  |
| **Email 2:** |  |

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| **Research Team\*** *Please add all people participating in this proposal – preferably with at least one contact from each Sponsor/Co-Sponsor organisation.* *Departmental employees are not eligible to be members of the Research Team.* |
| **Name** | **Current Organisation** | **Contact Phone** | **Contact E-mail** |
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| **The Sponsor\*** |
| **Organisation Name:** |  |
| **Organisation ABN:** |  |
| **Contact person:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email 1:** |  |
| **Email 2:** |  |

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| **Co-Sponsor\*** (add additional tables as needed) |
| **Organisation Name:** |  |
| **Organisation ABN:***If applicable* |  |
| **Contact person:** |  |
| **Title:** |  |
| **Position:** |  |
| **Postal address:** |  |
| **Suburb:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email 1:** |  |
| **Email 2:** |  |

**SECTION 3 – APPLICANT (RESEARCHER) ELIGIBILITY\***

|  |  |  |
| --- | --- | --- |
| **Australian citizen** | Yes / No | *Insert evidence in Section 9* |
| **Permanent / temporary Australian resident for duration of grant** | Permanent resident Temporary resident | *Insert evidence in Section 9 if necessary* |
| **Letter of support (PDF format) from the Sponsor, and any Co-Sponsors clearly indicating the following:*** **levels of cash contributions**
* **levels of in-kind contributions**
* **likelihood of receiving ethics approval**
* **declaration of association between the Sponsor and Researcher**
 | Yes / No | *Insert evidence in Section 9* |
| **Alignment to the Department’s research priorities (applicants under the Horizon grant stream are not required to complete this portion of the application).** | Yes / No  | *Outline alignment in Section 5.1* |
| **Will submit a Dept Access Request Application to conduct research in Queensland Department of Education. See:** [**https://education.qld.gov.au/about-us/reporting-data-research/research**](https://education.qld.gov.au/about-us/reporting-data-research/research) | Yes / No | *Note: The Department’s research approval may be sought concurrently with your university/organisation ethics approval* |

**SECTION 4 – OUTCOMES AND END-USER ENGAGEMENT\***

*This section will inform Section 5.6 of the Assessment Criteria and will be used to measure progress under Schedule 1.*

*Do NOT send additional material as attachments to this form as these will not be considered.*

|  |
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| **4.1 Outputs and outcomes** (max 300 words) |
| *Please outline exactly what specific outputs (Deliverables) will result from the research. For example, what products, teaching and learning resources, professional development tools and/or reports will be produced through this research?**You will be required to report against progress towards these commitments throughout the duration of the grant.* |
| **Outputs** |
| *Please outline the expected (medium-long term) outcomes from the Research Project. For example, improved spelling results in Year 3 students.* |
| **Outcomes** |
| **4.2 End User Engagement** (max 200 words)*How will you engage with Department staff and research end-users throughout the Research Project to maximise the practical outcomes of the research?*  |
|  |

**SECTION 5 – ASSESSMENT CRITERIA\***

*The Assessment criteria inform the decision-making processes of the Assessment Panel.*

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| **5.1 Research Alignment** – 10%For Research Projects under the desktop research/data analysis, priority school discipline research areas, open research and second phase streams:*How does the research align with the Department’s* [*research priorities*](https://education.qld.gov.au/about-us/reporting-data-research/research/our-plan-and-priorities) *(include the specific priority research theme OR topic the research addresses)? (Max 250 words)*For Research Projects under the Horizon research stream:*Outline alignment with the Department’s research priorities where relevant. Outline the justification for this research and the benefits to the Department of funding this Research Project. (Max 600 words)* |
|  |
| **5.2 Research Contribution** – 10%Valuable research – 5% Scalability – 5%*How is this research of value to advancing knowledge in this field? Will the research validate existing studies that have important findings but are yet to be replicated?* *What gaps in the research literature does this research address? What is the likelihood that, if the research is successful, it will work on a significant scale, for example, as an ARC linkage project?* *Please provide references to support your response at 9.5. (Max 1000 words)* |
|  |
| **5.3 Well planned, achievable Research Project** – 25%Quality methods – 10%Well planned, achievable and able to meet timeframes – 10%Project budget reflects research activities to be undertaken – 5%*Will the methodology achieve the research goals? Does the Research Project methodology, as described, demonstrate a high-quality design (i.e., evidence is generated in a systematic, rigorous way using valid and replicable methods)? Is the research well planned, achievable and able to meet agreed timeframes? Is the Research Project budget reflective of the research activities to be undertaken? (Max 600 words)* |
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| **5.4 Capability and diversity of Research Team** – 15% *To be completed and assessed in conjunction with Section 8*Qualifications and experience – 5%Diverse range of expertise and backgrounds – 5%Research translation experience – 5%*What are the qualifications and experience of key personnel involved in the Research Project? If a group submission, do researchers have experience in working as a team? Does the Research Team represent a diverse range of expertise and backgrounds? Where research will involve Aboriginal and/ or Torres Strait Islander people, do the researchers demonstrate appropriate knowledge and cultural understanding? Does the Research Team (or any member of the Research Team) have demonstrated research translation experience? (Max 250 words)*  |
|  |
| **5.5 Imposition** – 15%(a high score indicates minimal, mitigated or justifiable impost)*What imposition will the Research Project place on the Department? Has the Research Team tried to minimise the imposition of the research? Do the benefits of the research outweigh its imposition? What is the likely time and resourcing required of the Department to participate in or support this research? (Max 250 words)* |
|  |
| **5.6 Value for Investment** – 25%End-user engagement – 5%Research is translatable and of practical use – 10%Justification for funding – 5%Sponsor or Co-Sponsor funding, in-kind support and collaboration – 5%*Has the Researcher engaged with end-users? Is there potential for the research to be applied or translatable? What are the likely benefits from the research to the Department’s staff, students and/or broader Queensland population? What are the likely outcomes or products from the research that may inform Department policies or practice? Is the level of funding justified (i.e., there are no unnecessary expenses included in the budget)? Does the research deliver value for money through social, economic, cultural and/or regional benefits to Queensland? Does the Research Project leverage funding or significant in-kind support from other sources? Have any eligible Sponsor or Co-Sponsor organisations committed to cash and/or in-kind support? (Max 400 words)* |
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| **5.6 (Continued) Sponsor and Co-Sponsor funding and collaboration (cash and in-kind)\*** |
| *Please list any eligible Sponsor or Co-Sponsor organisations that have been approached for cash and/or in-kind support and the status of their support. Sponsor and Co-Sponsor eligibility criteria is set out in Schedule 2 – Guidelines.* |
|  | Organisation (including the Department) | Contact name | Status of Support (e.g. confirmed, considering) | Cash Amount | In-Kind Amount |
| Sponsor organisation |  |  |  | $ | $ |
| Co-Sponsor organisation 1 |  |  |  | $ | $ |
| Co-Sponsor organisation 2 |  |  |  | $ | $ |
| Co-Sponsor organisation 3 |  |  |  | $ | $ |
| TOTAL Cash and In-Kind ($) | $ | $ |
| **Additional details for Department business area, region or school\****Identify the Department’s central office business area(s), region(s) or school(s) that have expressed interest in your research. Include additional lines as necessary. The Department may contact the named officer to verify support.* |
| Name of business area/region/ school 1 |  |
| Contact name |  |
| In-kind contribution | *If you are seeking an in-kind contribution from the business area/region/school please specify what this may entail. (Max 150 words)* |
|  |
| Name of business area/region/ school 2 |  |
| Contact name |  |
| In-kind contribution | *If you are seeking an in-kind contribution from the business area/region/school, please specify what this may entail. (Max 150 words)* |
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| Name of business area/region/ school 3 |  |
| Contact name |  |
| In-kind contribution | *If you are seeking an in-kind contribution from the business area/region/school, please specify what this may entail. (Max 150 words)* |
|  |

**SECTION 6 – RESEARCH TIMELINE\***

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| **Project start date:** | Commencement Date\* |
| **Final Reports due:ǂ** |  |
| **Total project time (months):** |  |

\*Commencement date is the date that the Department signs the Application.

ǂNot later than 6 months from the Commencement Date for desktop research/data analysis and second phase research (translation of previous research projects); not later than 12 months from the Commencement Date for priority school discipline research; not later than 18 months from the Commencement Date for Open research and second phase research (extension of previous research projects); OR not later than 24 months from the Commencement Date for Horizon research applications.

*Mark (x) or colour the relevant box to illustrate the duration of individual tasks. Insert additional/delete lines as needed.*

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| **Project timeline – months from Commencement Date** |
| **Task***[insert tasks]* | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Project start |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project completion |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Project timeline – months from Commencement Date** |
| **Task***[insert tasks]* | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
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| Projectcompletion |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 7 – EXPENDITURE, FUNDING AND RESEARCH TRANSLATION\***

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| Insert the research budget into the following table. Insert additional lines as needed.Do NOT send additional material as attachments to this form, as these will not be considered.Total income must match total expenditure.10% of the grant funding (to a maximum of $20,000 unless the Researcher wishes this amount to be increased) must be used for research translation purposes. Please see the department’s [website](https://education.qld.gov.au/about-us/reporting-data-research/research/research-translation) for a discussion of research translation and for some useful examples. Research translation outputs may be discussed with the Researcher during the Application appraisal process, and content areas of the Department will also engage with the Research Team on the progress of research translation outputs throughout the Research Project. Research translation outputs must be provided to content areas of the Department for feedback before the Researcher may lodge the Final Report to the Department.Note the following definitions:Cash Contribution means the cash from a Sponsor or Co-Sponsor organisation of the Research Project which is transferred to and managed by the Sponsor.In-Kind Contribution means a contribution of goods, services, materials or time to the Research Project from a Sponsor or Co-Sponsor organisation. Values should be calculated based on the most likely actual cost, for example current market, preferred provider or internal provider rates/valuations/rentals/charges (that is in the financial year of the date of the Application’s submission) of the costs of labour, work spaces, equipment and databases. The calculations covering time and costs should be documented by the Sponsor as the Queensland Government may require these calculations to be audited. |

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| **BUDGET (exclusive of GST) ALL APPLICATIONS \*** (From project start to completion) |  | **CASH** | **IN-KIND** |
|  |
| INCOME (CASH AND IN-KIND) |
| INCOME (CASH) | N/A |
| Education Horizon research grant (Figures must match figures quoted in Section 1) | $ |
| Sponsor cash funding (Insert ‘0’ if zero) | $ |
| Co-sponsor cash funding (Insert ‘0’ if zero. Insert additional lines as necessary) | $ |
| TOTAL $ (CASH) INCOME  | $ |
| INCOME $ VALUE IN-KIND SUPPORT | N/A |  |
| Sponsor in-kind support (estimate of $ value. Insert ‘0’ if zero) | $ |
| Co-Sponsor in-kind support (estimate of $ value. Insert ‘0’ if zero. Insert additional lines as necessary) | $ |
| $ VALUE IN-KIND SUPPORT  | $ |
| TOTAL $ (CASH) PLUS $ VALUE IN-KIND SUPPORT | $ |
|  |
| EXPENDITURE (CASH AND IN-KIND) |
| SALARY COSTS (For key research staff and other dedicated research/technical staff) | CASH | IN-KIND |
| Lead researcher/Chief investigator (Applicant) | $ | $ |
| Research team member 1 | $ | $ |
| Research team member 2 | $ | $ |
| Research team member 3 (add additional team members as necessary) | $ | $ |
| SALARY COSTS (SUBTOTALS) | $ | $ |
| TOTAL SALARY $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| PROJECT COSTS(For costs directly related to the research project) |
| (Insert additional lines as necessary) | $ | $ |
| RESEARCH TRANSLATION COSTS (at least 10% of grant to a maximum of $20,000)(For costs directly related to Research Translation) |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT COSTS INCLUDING RESEARCH TRANSLATION (SUBTOTALS) | $ | $ |
| TOTAL PROJECT $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| PROJECT CONSUMABLES |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT CONSUMABLES (SUBTOTALS) | $ | $ |
| TOTAL CONSUMABLES $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| TRAVEL COSTS (Travel costs within Australia required as part of the project) |
| (Insert additional lines as necessary) | $ | $ |
| PROJECT TRAVEL (SUBTOTALS) | $ | $ |
| TOTAL TRAVEL $ (CASH) PLUS $ VALUE IN-KIND SUPPORT COSTS | $ |
| OTHER COSTS |
| (Insert additional lines as necessary) | $ | $ |
| OTHER COSTS (SUBTOTALS) | $ | $ |
| TOTAL OTHER COSTS | $ |
| TOTAL EXPENDITURE  | $ |
| (Total salary, project, consumables, travel and other costs) |  |

**SECTION 8 – CV AND REFERENCES**

*Insert (copy and paste) the CVs of each member of the Research Team demonstrating evidence of ‘*5.4 Capability and diversity of Research Team’ *(with a maximum of 1 page for each CV).*

*Do NOT send additional material as attachments to this form, as these will not be considered.*

**SECTION 9 – LETTERS OF SUPPORT AND EVIDENCE\***

*Please attach copies of letters of support from all Sponsors and Co-Sponsors (if applicable), clearly indicating their levels of cash and in-kind contributions to the proposed Research Project.*

*Insert pages as needed.* *Do NOT send additional material as attachments to this form as these will not be considered.*

|  |
| --- |
| **9.1 Australian citizenship or permanent/temporary residency** Insert evidence of the Researcher’s Australian citizenship. If the Researcher does not hold Australian citizenship, provide evidence of permanent/temporary Australian residency for the duration of the grant. |

[Insert here]

|  |
| --- |
| **9.2 Letter from the Sponsor**All applications must insert a copy of the signed letter of endorsement from either a Queensland university or other university with a significant campus in Queensland (the Sponsor) which: * confirms the Researcher is currently enrolled at or employed by an eligible Queensland tertiary institution or research body (all applicants)
* supports the proposed Research Project grant application (all applicants)
* indicates research ethics approval is likely to be granted (all applicants)
* indicates funding levels of cash contributions and levels of in-kind contributions to the proposed Research Project (if applicable)
 |

[Insert here]

|  |
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| **9.3 Letter/s from Co-Sponsors**Please insert copies of letters of support from any Co-Sponsors clearly indicating the following:* levels of cash contributions to the proposed Research Project (if applicable)
* levels of in-kind contributions to the proposed Research Project (if applicable)
 |

[Insert here]

|  |
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| **9.4 Previous grant documentation *(Second phase stream only)*** Please insert any relevant grant documentation (and other relevant material) and references to published outputs from the previously-funded project. Please insert copies of any relevant letters of support from the Department clearly indicating:* Satisfaction with the progress, outcomes and collaborative working relationship regarding the Researcher’s previous Education Horizon grant, ARC grant or other funding (if relevant).
* A commitment to work with the Researcher to maximise the translation potential of the Research Project.
 |

[Insert here]

|  |
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| **9.5 Please insert references to support your response to 5.2 Research Contribution.** |

[Insert here]**SECTION 10 – SIGNATURE CLAUSES**

**SIGNATURE CLAUSE\* – THE REsearcher**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| With reference to this Application under the Education Horizon grant scheme: I, ………………………………..…………….. *[insert Researcher’s name]*, as the Researcher:1. authorise the Department, subject to the provisions of clause 8 of the Education Horizon Terms and Conditions, and to all legislative requirements, to undertake any necessary or relevant checks and investigations;
2. declare that:
3. the information supplied by me to the Department in this Application is true and accurate and is not misleading in any material respect to the best of my knowledge; and
4. I have received no guarantees or assurances that this Application will be approved by the Department;
5. acknowledge that I have read and understand the Education Horizon Terms and Conditions applicable to this Application and further acknowledge and agree that, if this Application is successful, I will be bound by same;
6. agree that this signed Application, together with the Education Horizon Terms and Conditions and the Department Access Research Application, will form a legally binding Agreement between the Researcher, the Sponsor and the Department **in the event that this Application is successful** through the assessment process and is **signed by all parties**.

SIGNED by the **Researcher**:

|  |  |
| --- | --- |
| ………………………………..……………..*Researcher’s name* | ……………………..…………………….*Researcher’s signature* |
| in the presence of:………………………………..……………..*Witness’ name***Date**: | ………………………………..……………..*Witness’ signature* |

 |

**SIGNATURE CLAUSE\* – THE SPONSOR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| With reference to this Application under the Education Horizon grant scheme: I, ………………………………..…………….. [insert Sponsor representative name], on behalf of ……………………………………….[insert Sponsor organisation name and ABN] (the Sponsor):1. certify that I have the authority to make the statements made in this Application and to sign this Application on behalf of the Sponsor and further, to sign and enter into the Agreement contemplated by this Application on behalf of the Sponsor;
2. authorise the Department, subject to the provisions of clause 8 of the Education Horizon Terms and Conditions, and to all legislative requirements, to undertake any necessary or relevant checks and investigations;
3. declare that:
4. the information supplied to the Department in this Application is true and accurate and is not misleading in any material respect to the best of my knowledge;
5. the Sponsor has received no guarantees or assurances that this Application will be approved by the Department;
6. acknowledge that I have read and understand the Education Horizon Terms and Conditions applicable to this Application and further acknowledge and agree on behalf of the Sponsor that, if this Application is successful, the Sponsor will be bound by same;
7. the Sponsor agrees that this signed Application, together with the Education Horizon Terms and Conditions and Department Access Research Application, will form a legally binding Agreement between the Researcher, the Sponsor and the Department **in the event that this Application is successful** through the assessment process and is **signed by all parties**;
8. the Sponsor agrees to administer the Funding for the Research Project described in this Application and, in doing so, will ensure that the Funding is used only for the purposes of the Research Project and for eligible Research Project activities as outlined in the Guidelines set out in Schedule 2 (as amended from time to time by the Department and notified to the Sponsor); and
9. the Sponsor agrees to make the Sponsor Contributions (if applicable) to the Research Project in accordance with Section 5.6 and Schedule 1 of this Application.

SIGNED for and on behalf of the Sponsor:

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| ………………………………..……………..*Sponsor representative’s name* | ………………………………..…………….. *Sponsor representative’s signature* |
| in the presence of:………………………………..……………..*Witness’ name***Date**:  | ………………………………..……………..*Witness’ signature* |

**SIGNATURE CLAUSE – THE DEPartment**

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| SIGNEDon behalf ofthe **STATE OF QUEENSLAND** as represented by the **Department of Education**by its duly appointed officer in the presence of:  |  |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Witness | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Officer |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Name of Witness (print) | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Name of Officer (print) |
| . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Position of Witness (print) | . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Position of authorised person (print) |

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SCHEDULE 1 – DELIVERABLES AND PAYMENTS**

This Schedule is applicable to all Education Horizon Grant Streams. The grant will be paid across three milestone payments. The following tables set out the requirements that must be met before each milestone payment can be paid. The Education Horizon Grant Streams are set out in Schedule 2 – Guidelines.

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| **Milestone Deliverables and Payment Table** |
| **Milestone 1 amount****50% of grant amount (excl GST)** | **Milestone 2 amount****30% of grant amount (excl GST)** | **Milestone 3 amount****20% of grant amount (excl GST)** |
| Payment will be made on receipt by the Department of the following Deliverables:* the Application executed by the Department, the Researcher and the Sponsor;
* Department Access Research Application executed by the Department and the Researcher; and
* a valid tax invoice from the Sponsor.
 | Payment will be made on receipt by the Department of the following Deliverables:* a Progress Report (as required by the Education Horizon Terms and Conditions), to a standard that is satisfactory to the Department;
* any other Deliverables as agreed with the Department, to a standard that is satisfactory to the Department; and
* a valid tax invoice from the Sponsor.
 | Payment will be made on receipt by the Department of the following Deliverables:* the Final Report (as required by the Education Horizon Terms and Conditions), to a standard that is satisfactory to the Department;
* any other Deliverables as agreed with the Department, to a standard that is satisfactory to the Department; and
* a valid tax invoice from the Sponsor.
 |

The following table outlines the due date for the milestone requirements for each Education Horizon Grant Stream. The Commencement Date is the date the Department signs the Application.

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| **Milestone Date Table** |
| **Grant Stream** | **Grant Duration** | **Due date for providing Deliverables to the Department**  |
| **Milestone 1** | **Milestone 2** | **Milestone 3** |
| **Desktop research/data analysis** | Up to 6 months | Within two weeks of Commencement Date. | Not later than 4 months after Commencement Date. | Not later than 6 months after Commencement Date. |
| **Open research** | Up to 18 months | Within two weeks of Commencement Date. | Not later than 10 months after Commencement Date. | Not later than 18 months after Commencement Date. |
| **Horizon research** | Up to 24 months | Within two weeks of Commencement Date. | Not later than 14 months after Commencement Date. | Not later than 24 months after Commencement Date. |
| **Research for priority school discipline**  | Up to 12 months | Within two weeks of Commencement Date. | Not later than 6 months after Commencement Date. | Not later than 12 months after Commencement Date. |
| **Second phase research:** |
| **Translation of previous research** | Up to 6 months | Within two weeks of Commencement Date. | Not later than 4 months after Commencement Date. | Not later than 6 months after Commencement Date. |
| **Extension of previous research** | Up to 18 months | Within two weeks of Commencement Date. | Not later than 10 months after Commencement Date. | Not later than 18 months after Commencement Date. |

**SCHEDULE 2 – GUIDELINES**

Education Horizon

Guidelines for Applicants

**Introduction**

The Department of Education (the Department) values high quality research that generates evidence relevant to its portfolio priorities of early childhood and school education. Evidence is used by the Department every day to deepen knowledge about the impact of our services and to help continually improve our policies, decisions and performance.

The Education Horizon priority research grants facilitate the generation of local Queensland-based evidence by funding projects closely aligned with the Department’s research priorities (see **Table 1**).

The pool of up to $1,250,000 will be distributed across the themes and topics under the Department’s research priorities. A Research Project may be awarded a funding grant of up to $200,000 and must be between 6 and 24 months in duration. There may be no or multiple successful applicants in any one Grant Stream. Applicants may only apply under one Grant Stream per Research Project.

Please note: $250,000 of the total pool is reserved for Research Projects under the Grant Stream ‘Priority school discipline research’. All or only part of the $250,000 may be allocated to this Grant Stream. The remaining $1,000,000 of the pool will be allocated across the other four Grant Streams.

Sponsors may submit multiple proposals per research theme or topic, up to a maximum of ten (10) Applications per Sponsor to this round of Education Horizon.

**What do the Department’s Education Horizon grants aim to achieve?**

Education Horizon grants will build knowledge and provide useful and translatable deliverables in areas of strategic priority for the Department. The grants offer a number of streams, with flexibility to allow qualified researchers to deliver high-quality, well-designed research of varying scale.

Education Horizon grants enable Queensland’s education researchers to address the real-world issues confronting Queensland’s education system now and into the future, by working with Queensland’s schools, educators, students and policy-makers to find, test and scale up practical solutions.

## **TABLE 1: Department of Education research priorities**

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| **Research themes and topics**Five research themes and associated research topics aligning with *Equity & Excellence*’s system initiatives and school priorities |
| 1. **Educational leadership and teaching expertise**

*Empowering educators and leaders to build professional expertise across their career through high quality, targeted development opportunities*.1.1 Educational leadership and learning for education leaders1.2 Capability development in teaching and learning1.3 Health, safety and wellbeing of educators. |
| 1. **Digital innovation in teaching and learning**

*Future-focused learning practices that connect learners and educators across Queensland.*2.1 Digital teaching and learning, including equitable access to education in the digital world2.3 Artificial intelligence in education  |
| 1. **Educational performance and support**

*Priorities for differentiated support for educators and learners.*3.1 Differentiated support and tiered interventions for learners3.2 Lifting outcomes for school learners3.3 School resourcing arrangements |
| 1. **Educational precincts and revitalised educational infrastructure**

*Planning, design and delivery of education and educational infrastructure across schools and early years services to respond to the changing needs of education, learners and communities.*4.1 Innovative and sustainable educational spaces and the connection with learning4.2 Children’s health, safety and wellbeing in the design of schools and early childhood education and care services4.3 Collaborative partnerships to deliver integrated and locally responsive strategies |
| 1. **The learning journey**

*Supporting the learning journey from the early years to post-schooling.*5.1 Protective factors in the early years5.2 Student engagement and attendance5.3 Supporting successful transitions between learning phases and post-school destinations. |

**Education Horizon Grant Streams**

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| **Desktop research/data analysis stream**, up to $60,000 for up to 6 months.For research projects which can be achieved in a relatively short timeframe and do not require lengthy or complicated data gathering activities. Access to Departmental sites for data collection purposes is not allowed under this stream. |
| **Priority school discipline research areas**, up to $100,000 for up to 12 months.Culturally responsive discipline Restrictive practices in school settings Multi-tiered system of support for schoolsPractical approaches in data-based decision making to improve equity in schoolsConsequences of suspension and exclusion on students, peers, staff and family. |
| **Open research stream**, up to $100,000 for up to 18 months.For research projects undertaken within Queensland with the goal of producing highly useful and easily translatable deliverables for the Department across a range of strategic priorities and areas of research.  |
| **Horizon research stream**, up to $200,000 for up to 24 months.This stream provides scope to generate research on new developments and emerging trends, and can support research on topics that might not fit under the other research themes or topics. While not necessarily focussed on immediate research translation, research outcomes should provide a pathway to useful and translatable deliverables. |
| **Second phase research stream**, available in two categories:**Translation of previous research**, up to $50,000 for up to 6 months.**Extension of previous research**, up to $100,000 for up to 18 months.For projects previously funded by the Queensland or Australian Government (includes ARC grants or previous Education Horizon grants, for example). |

**Eligibility criteria**

**Researcher eligibility**

Applications must demonstrate potential to deliver outcomes for the Department. To be considered for an Education Horizon grant, you must:

* be an Australian citizen, or hold permanent/temporary Australian residency for the duration of the grant;
* be a Queensland-based researcher enrolled in or employed by an eligible Sponsor organisation (which has an Australian Business Number and is registered for GST); and
* have ethics approval or be likely to receive ethics approval from the relevant ethics committee at the Sponsoring organisation.

You may also have one or more eligible co-sponsoring organisations. It is not mandatory for an application to have a Co-Sponsor.

**Sponsor eligibility**

Eligible sponsoring organisations are:

* Queensland universities; or
* universities with significant campuses in Queensland.

Sponsoring organisations must have an ABN and be registered for GST.

**Co-Sponsor eligibility**

Eligible co-sponsoring organisations are:

* individuals;
* businesses/companies;
* universities;
* Australian commonwealth, state and territory government organisations that conduct research; and/or
* not-for-profit, charitable or philanthropic organisations.

Co-Sponsors may be based outside Queensland or Australia. Businesses, companies, and not-for-profit, charitable or philanthropic organisations are not eligible to be lead agencies (Sponsors), but are encouraged to participate as Co-Sponsors.

The Department may be a Co-Sponsor. In this instance, the Researcher/Sponsor must negotiate any Co-Sponsor arrangement with the relevant area(s) of the Department.

**What can the funds be used for?**

The Department will release the grant payments to the Sponsor to administer the grant funding against agreed milestone payments. The funding may be used for the following eligible project costs:

* salary costs for key research staff and other dedicated research/technical staff;
* costs directly related to the Research Project;
* project consumables; and
* travel within Queensland that is an essential requirement of the Research Project and that has been approved in writing by the Department as part of the Education Horizon Application (exclusive of attending state or national conferences or award ceremonies).

Items not eligible for funding include:

* institutional overheads;
* costs associated with the ongoing programs of work and/or core business of the Sponsor or Co-Sponsor organisations;
* costs associated with administrative support staff;
* operational costs;
* infrastructure costs;
* travel to attend award ceremonies; and
* unapproved, interstate, and/or overseas travel.

**Other conditions**

* Sponsors can only submit up to a maximum of ten (10) total Applications to this round of Education Horizon.
* In cases where a Researcher cannot complete the Research Project, the grant may be transferrable with the written approval of the Department.
* Researchers are expected to complete the Research Project over the grant period, unless agreed otherwise with the Department as part of a planned program of research. Research suspensions of up to three (3) months (maximum) may be considered under exceptional circumstances, and will be treated on a case-by-case basis, unless otherwise negotiated with the Department.
* Researchers must reside in Queensland for the duration of the Education Horizon grant.
* Researchers must disclose all current and future, decided and undecided, funding applications for the same Research Project.
* **NOTE**: The Researcher must submit and have approved a separate Department access research application through the [Queensland Education Research Inventory](https://education.qld.gov.au/about-us/reporting-data-research/research/applying-to-conduct-research) (QERI) website (“Department Access Research Application”) within two weeks of notification of the approval of their Education Horizon grant application.
* Research funded by the grant can only begin following ethics approval from their institution and the Department’s approval of their Department Access Research Application.
* The grant cannot be used primarily to develop or evaluate a commercial product or Departmental program.

**How will applications be assessed?**

Applications will be assessed in a competitive, merit-based process against the Assessment Criteria (see Section 5 of this Application Form). The Education Horizon Assessment Panel comprises Departmental officers with education, research, industry, and/or policy backgrounds and may include independent academic experts.

The Director-General of the Department of Education will approve recipients for this grant scheme on advice from the Education Horizon Assessment Panel chaired by the Director, Research Services, Department of Education.

In assessing grant Applications, the Education Horizon Assessment Panel will consider a number of assessment criteria, including alignment with priorities, uniqueness and significance of the research, benefits to education, tangible products for informing policy and/or practice, and the quantum of funding sought. The Assessment criteria are listed in Section 5 of this Application Form.

The Panel will also consider the responses provided under Sections 1 to 9 of this Application Form.

The Queensland Government Science and Innovation Investment Principles (refer to page 7 of the [*Science and Innovation Investment Framework*](http://www.cabinet.qld.gov.au/documents/2013/oct/science%20innov%20plan/Attachments/Framework.pdf)) and the research needs of the Department will also be considered in finalising the order of merit of Applications.

The assessment process will take into account the need to balance the Queensland Government’s research investment to support a diversity of capability across early childhood education and care, schooling, geographic regions and research groups.

The Research Team must demonstrate they have the professional, research, research translation and project management skills to undertake and complete the proposed Research Project.

**Submitting your Application**

The closing date for submitting Applications is: **Monday 12 February 2024**. The proposed Research Projects must commence in 2024 pending ethics approval from the Sponsor organisation and the Department’s approval of a Departmental access research application.

Education Horizon Applications should be completed in full and submitted via email, as outlined on the Application form. Application documentation will remain strictly confidential.

Do NOT attach any additional material to your submission. All information must be included in the Application itself. Any attachments to the Application will not be considered.

You must advise the Department, within five (5) working days, of changes which are likely to impact on your proposed Research Project, via email at education.horizon@qed.qld.gov.au.

Applicants may be contacted during the assessment process to clarify any information provided in the Application and/or to request further information to enable a due diligence and probity assessment.

There is no implicit guarantee of approval at any stage in the process, and you will be notified in writing of the outcome of your Application.

**Research Project agreements**

If your Application is successful, and once it is signed by the Department, you and your Sponsor organisation will have entered into a legally binding Service Agreement (Agreement) with the State of Queensland acting through the Department of Education. The Agreement will consist of your Application D(this form, including this Guideline and the other schedules), the Education Horizon Terms and Conditions and the Department Access Research Application. A copy of the Education Horizon Terms and Conditions were provided to Queensland universities with the letter of invitation for this round of Education Horizon, and can be obtained electronically by contacting education.horizon@qed.qld.gov.au. No discussion will be entered into with respect to the Education Horizon Terms and Conditions of the Agreement.

You must have appropriate agreements with the Sponsor and all Co-Sponsors in place to formalise arrangements for the disbursement of funding and to clarify other issues, such as intellectual property rights. These agreements are separate to the Agreement with the Department, and are to be consistent with the Agreement.

You may also be required to submit copies of all signed Co-Sponsor agreements before the Research Project payment is released. You must not enter into any legally binding arrangements with other parties which prevent you/them from meeting obligations under the Agreement.

**Privacy statement**

The Department is collecting the information requested in this Application form to:

* evaluate your Application for funding under the Education Horizon priority research grants scheme; and
* if your Application is successful, administer the Agreement between you, the Sponsor, the Co-Sponsor/s (if applicable) and the Department in relation to the funding.

The information, including any personal information, may be disclosed or published in a manner that is permitted under the Agreement. For example, broad details of a successful Application, including agreed outcomes, research progress and the level of funding awarded may be published by the Department. Some information may also be used to promote funded Research Projects.

Your personal information will not otherwise be disclosed to any other person without your consent, unless permitted or required by law.

For audit purposes, the Department is required to retain the Applications and other supplied support material.

The provisions of the [*Right to Information Act 2009*](http://www5.austlii.edu.au/au/legis/qld/consol_act/rtia2009234/)(Qld) apply to documents in the possession of the Department.

**How to apply**

Your completed Education Horizon Application (this form) must also contain:

* a signed letter of endorsement (Section 9 of Application) from your university (the Sponsor) which:
	+ confirms you are currently enrolled at or employed by an eligible university (all applicants);
	+ supports your proposed Research Project grant Application (all applicants);
	+ indicates ethics approval is likely to be approved (all applicants); and
	+ indicates funding levels of cash contributions to the proposed Research Project (if applicable);
* evidence of Australian citizenship or permanent/temporary Australian residency (Section 9 of Application) for the duration of the grant; and
* a completed budget template (Section 7 of Application) outlining funding sought through the Education Horizon grant, other income sources expected for the Research Project, including Sponsor or Co-Sponsor cash and in-kind contributions, and proposed expenditure items.

You must advise the Department of changes which are likely to impact on your proposed Research Project.

You may be contacted during the assessment process to clarify the information provided in the Application and/or to request further information to enable the assessment of your Application. You may also be required to attend an interview.

There is no implicit guarantee of approval at any stage in the process, and you will be notified in writing of the outcome of your Application.

**Further information**

For more information please contact:

Director, Research Services, Department of Education

Telephone: 07 3034 5929

Email: education.horizon@qed.qld.gov.au