NSW Research Centre – Ambassador Schools Program: Application Form

**Instructions:**

Please submit completed applications to Teacher Quality and Impact unit within the NSW Department of Education by **6PM AEST on 2 August 2021** by email to [AmbassadorSchools@det.nsw.edu.au](mailto:AmbassadorSchools@det.nsw.edu.au)

Please include all necessary attachments with your email and clearly state **‘Ambassador Schools – Research Centre’** in the subject line.

Please do not handwrite your application.

If you have any questions about the application process, please email the Ambassador Schools Program at [AmbassadorSchools@det.nsw.edu.au](mailto:AmbassadorSchools@det.nsw.edu.au)

**Eligibility criteria:**

* Responses are invited from university consortia, led by one of the following NSW universities:
* Australian Catholic University
* Charles Sturt University
* Macquarie University
* Southern Cross University
* University of Newcastle
* University of New England
* University of New South Wales
* University of Notre Dame
* University of Sydney
* University of Technology Sydney
* University of Wollongong
* Western Sydney University
* Partner universities may be from interstate. The consortium may identify other organisations with relevant expertise to contribute to the project.
* Research conducted by the centre must secure appropriate university ethics approvals
* Research projects undertaken by the research centre will **also** require State Education Research Applications Process (**SERAP**) approval

|  |
| --- |
| (**Confirmation of Eligibility Criteria**) Does the applicant satisfy the eligibility criteria? This includes confirming that SERAP approval will be required before any research is conducted. |

**Research Centre proposal:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Research Centre proposal** | | | | | | | | |
| Proposals must include the following information (all numbered items) and must not exceed 8 pages.  Your proposal will be assessed against the **Selection Criteria** set out in “*NSW Research Centre - Ambassador Schools Program: Guidelines for Applicants*” (**Guidelines**). This criteria covers:   * Capability * Approach * Feasibility * Commitment  1. **Research Centre summary**   *Please provide an overview of how the Research Centre will be established and undertake its initial research program.*  *Ensure you outline the proposed* ***research program and engagement model****. The research program model must align with the Department’s strategic plan and state outcomes, and have a dual metropolitan and regional focus. The engagement model must include co-design with schools and the Department.*   1. **Planned approach and anticipated outputs – Stage 1**   *Stage 1 requires the centre to work with Ambassador Schools to investigate and develop a comprehensive body of evidence-based research on effective practices. Please include a description, rationale and key objectives for delivery of Stage 1.*   1. **High level approach to Stage 2 – testing and scaling of effective research practices in new contexts**   *Stage 2 will involve the research centre scaling the outputs of Stage 1 to NSW schools, using a co-designed approach with the Department.* | | | | | | | | |
| **University and Research Centre Team**  Please indicate below the lead university, any partner organisations, and details of the research centre team. | | | | | | | | |
| **Lead university\***  *\* The Lead university should meet the eligibility criteria* | | | | | | | | |
| Legal name of Lead university:  ABN:  Headquarters address:  Primary contact person (name and position):  Postal address:  Phone number:  Email address: | | | |  | | | | |
| **Partner university** (if more than one partner, please copy and complete) | | | | | | | | |
| Legal name of partner university:  ABN:  Headquarters address:  Contact person for this application (name and position):  Postal address:  Phone number:  Email address: | | | |  | | | | |
| **Lead Researcher** | | | | | | | | |
| Title, name, and position:  Employing institute:  Time commitment to the research centre (FTE):  Postal address:  Phone number:  Email address: | | | |  | | | | |
|  | | | | | | | | |
| **Research Centre team** (excluding Lead Researcher) | | | | | | | | |
| Name | Current organisation | | Contact email | | Contact phone | | Time Commitment (FTE) | Role in research centre |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |
|  |  | |  | |  | |  |  |
| 1. **Research Centre budget**   (**Stage 1 budget**) Please outline the proposed budget for Stage 1 for the Research Centre in the first 12 month period, adding additional lines where necessary. | | | | | | | | |
|  | | Cash | | In-kind | | Notes/explanation | | |
| Lead researcher | | $ | | $ | |  | | |
| Team members | | $ | | $ | |  | | |
| Project consumables | | $ | | $ | |  | | |
| Equipment | | $ | | $ | |  | | |
| Total | | $ | | $ | |  | | |
| Total cash (budget request) | | $ | |  | |  | | |
| Total in-kind | |  | | $ | |  | | |
| Total value of project | |  | | | | | | |
| (**Stage 2 budget**) Please outline the proposed budget for Stage 2, adding additional lines where necessary. Stage 2 may be for a period of up to 24 months.   |  |  |  |  | | --- | --- | --- | --- | |  | Cash | In-kind | Notes/explanation | | Lead researcher | $ | $ |  | | Team members | $ | $ |  | | Project consumables | $ | $ |  | | Equipment | $ | $ |  | | Total | $ | $ |  | | Total cash (budget request) | $ |  |  | | Total in-kind |  | $ |  | | Total value of project |  | | |  1. **Research Centre timeline**   Please provide an overview of **key research activities below for Stage 1 and a high-level outline for Stage 2** of the Research Centre. (Mark (x) or colour the relevant box to illustrate the duration of individual tasks). | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Year 1 | | | | Year 2 | | | | | Activity | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |
| Please provide details of each activity.   1. **Departmental support**   Please describe support you will require from the Department. | | | | | | | | |

**Other criteria**

|  |  |
| --- | --- |
| **Criteria** | |
| (**Compliance with child protection legislation**) Confirm that the applicant agrees to comply with the requirements of the Child Protection (Working with Children) Act 2012 (NSW)? | ☐ Yes ☐ No |
| (**Working With Children Check**) Confirm that the applicant’s personnel in child-related roles are not prohibited persons and will undergo the “Working with Children Check” at the cost of either the individual or your organisation?  Link to legislation: <https://www.legislation.nsw.gov.au/acts/2012-51.pdf>  ***Note:*** *NSW public schools will need to verify Working With Children Check clearance for individual personnel for school entry. Photo identification is required for this purpose.* | ☐ Yes ☐ No |
| (**Mandatory Child Protection Training**) Confirm that before commencement of the program, all relevant staff will have successfully completed the department’s Mandatory Child Protection Training online (via MyPL) or a suitable alternative child protection training program delivered by the service provider for its staff? | ☐ Yes ☐ No |

**Letters of support and evidence**

Please submit the following documents as pdfs with your application.

* A **signed letter of endorsement** from the Deputy Vice Chancellor Research, Dean, and/or Head of School at the Lead University confirming:
  1. The Lead Researcher is currently employed by the university
  2. The university supports the proposed research project application (all applicants)
  3. Funding levels of cash contributions and levels of in-kind contributions to the proposed research project (if applicable)
  4. That research ethics approval is likely to be granted.
* A signed letter of support from any partner universities clearly endorsing the levels of cash and in-kind contributions to the research centre as outlined in the budget.
* A **summary CV** for each member of the research team demonstrating evidence of “Researcher capability” as a single file (maximum of 2 pages each).

**Publication and IP**

Please confirm the applicant agrees to the Department’s publication and IP model described in the Guidelines.

If there are any proposed changes to this model, please detail these changes below.

|  |
| --- |
|  |

**Proposed Funding Deed**

The draft Funding Deed provided as part of the application documentation will be used for this arrangement.

(**Acceptance of Draft Funding Deed**) Does the applicant agree with all terms and conditions in the draft Funding Deed? (Indicate YES or NO)

If the applicant does not agree with any of the proposed terms and conditions, you must set out in the table below how you would like each term to be changed. You should set out the relevant issue or clause number and the exact wording changes that you propose. Otherwise, the applicant will be taken to have accepted the terms of the proposed deed if it does not propose an exact wording change to any issue or clause.

|  |  |  |
| --- | --- | --- |
| **Issue/Clause Reference** | **Explanation for Proposed Change** | **Exact Wording Change** |
|  |  |  |
|  |  |  |