

HERDSA NEW ZEALAND GRANT SCHEME 2020

INFORMATION SHEET

As the HERDSA and TERNZ conferences for 2020 have been cancelled due to the COVID-19 pandemic, HERDSA New Zealand is offering up to three grants, each worth NZ\$2000, to New Zealand HERDSA members. These grants are to support funding for research and/or development projects on teaching and learning in higher education that directly align to the mission of HERDSA (see <https://www.herdsa.org.au/about-herdsa>).

GRANT EXPECTATIONS

- Each project must be completed within twelve months of the award of project funds but may under special circumstances be extended for an additional six months with written approval from the HERDSA New Zealand Branch Committee.
- A project report must be submitted to the HERDSA New Zealand Branch Committee at the conclusion of the project. The report will be made publicly available on the HERDSA New Zealand website.
- Presentation of the outcomes of the completed project at future TERNZ and/or HERDSA conferences is encouraged.
- Publication of the outcomes of the completed project in one of the HERDSA journals is encouraged.

ELIGIBILITY

The grant recipient must be a financial member of HERDSA and linked to the New Zealand branch during the project.

TIMELINE

Grant scheme announcement late August 2020

Applications close end of October 2020

Decisions announced end of November 2020

Final project reports due end of February 2022

GRANT FUNDS GUIDE

In general, grant funds may be used for:

- Salaries e.g. a project assistant
- Travel and accommodation e.g. to project partners (economy travel)
- Operating expenses e.g., transcription, administration, communication, minor printing costs, catering

Grant funds may NOT be used for:

- Purchasing equipment or technology.
- Software purchase is not recommended but a justification may be considered.
- Printing cost unless integral to the project
- Conference travel or registration

A justification for the budget should be provided in the application.

GRANT APPLICATION ASSESSMENT PROCESS

- Grant applications are to be made on the HERDSA New Zealand Grant Application Form and submitted to the HERDSA New Zealand Branch Secretary (e.heinrich@massey.ac.nz) by end of October.
- All questions related to the project application and submission should be directed to the HERDSA New Zealand Branch Secretary (e.heinrich@massey.ac.nz).
- Applications will be reviewed by a subcommittee of the HERDSA New Zealand Branch Committee who will comment and make recommendations to support or not to support the application for funding. This will be a non-blind review process.
- Applicants may be requested to modify the application as a result of review feedback and comments. If considered necessary, the application will be returned to the subcommittee for further comment and final recommendation.
- The HERDSA New Zealand Branch Committee makes the final decision on recommendation of the subcommittee.
- The applicants will be advised of the outcome in writing. Grant recipients must confirm their ability to undertake the project as approved.
- Successful grant recipients will be announced on the HERDSA New Zealand website.

INABILITY TO COMPLETE THE PROJECT

- In the event the grant recipient is unable to complete the project as approved, they must contact the HERDSA New Zealand Branch secretary immediately. Consideration on other ways the grant outcomes might be achieved may be discussed.
- In the event the project cannot be progressed, remaining funds must be returned to HERDSA New Zealand with a statement of acquittal of funds.