

NATIONAL DRUG LAW ENFORCEMENT RESEARCH FUND

GUIDELINES FOR GRANTS

Targeted Grant Round

2014-15

1. Confidentiality

- (a) NDLERF receives all applications for funding in confidence.
- (b) Intellectual property rights in respect of information contained within applications, submitted to NDLERF, remain with the applicant(s) until varied in accordance with the terms of any contract entered into between the NDLERF secretariat and the successful research organisation(s).
- (c) All information contained within applications, once received by NDLERF and during the process of assessment, may only be disclosed to Board members and their advisers, review panel members, external referees and staff of the Australian Institute of Criminology directly involved in the administration of NDLERF.
- (d) Disclosure of any information contained in applications to persons other than those referred to above, or the use of information contained within applications other than in connection with the Board's activities and statutory reporting and archiving requirements, is not permitted.
- (e) Applicants who are not awarded funding may, however, agree in writing to the disclosure of information contained in their applications to specified persons or for specified purposes.
- (f) Applicants who are not awarded funding may appeal the final decision made by NDLERF only on grounds of an administrative error.

2. Application process

NDLERF invites applications for funding for projects through a targeted grand round.

Applicants are advised that applications received after the closing date will not be considered.

Applicants are asked to complete the application form and to provide any necessary supporting material by the closing date. The following should be provided:

- If ethics approval has been obtained, confirmation of this. Please note that if your grant is accepted and requires ethics approval, the grant cannot commence until NDLERF receives signed confirmation of this approval from the relevant agency.
- If support or co-operation from other relevant Government departments, institutions or agencies is required, please include details of same.
- The proposed commencement date should allow sufficient time for ethics approval and signing and execution of the funding agreement.

Please note: Applicants will be advised of the outcome of their application by late-June.

Please refer to the 'Information for Applicants' document

The total grant application can include:

- grant application form;
- supporting material (up to 8 pages double-sided, 16 in total);
- CVs for each applicant (up to 3 pages for each applicant);
- ethics approval documentation (if applicable); and
- details and information of consultations with other agencies.

Applications and supporting material should be incorporated into a single document (pdf) file and submitted by e-mail* to ndlerf@aic.gov.au.

* It is the applicant's responsibility to ensure delivery of emailed applications.

All applications will be acknowledged. If you do not receive acknowledgement you will need to contact the Secretariat before close of business on the due date of 16 June 2015.

3. What should applications include?

Applications should include a 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 scientific 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.

The objectives and the benefits of the proposed research should be stated clearly and in detail. The research design should be logically sound, and suited to the problem under investigation. The proposal should also reveal that the applicant is familiar with:

- the sources and reliability of data; and
- techniques of data analysis appropriate to the project.

Please refer to the 'Information for Applicants' document available on the NDLERF website.

4. Prioritisation principles

The NDLERF Advisory Board prioritises research on the basis of identified priority areas and topics.

In conjunction with the Victorian Police (VICPOL), NDLERF is seeking to commission research through a targeted grant round, which will improve understanding of the range of alcohol related activities involved in the management of alcohol, and their related costs.

An opportunity for experienced researchers to design and implement a methodology to identify the range of activities law enforcement have in place to manage alcohol and its related harms within Victoria, and further to provide cost estimations for each of these activities, separately and in total.

This research also provides an opportunity to undertake cost-benefit analysis of these activities and provide recommendations based on these.

The findings of this research will contribute to future planning, monitoring, and evaluation of alcohol management strategies VICPOL, as well as inform future policy and practices discussions nationwide

5. Research involving human subjects - ethics approval

Applicants proposing to conduct research with human subjects or on ethically sensitive topics must present evidence of compliance with appropriate ethical guidelines for conducting such research. No person shall become the subject of research supported by the NDLERF without his or her competent, voluntary, and informed consent. Special consideration and protection should be given to subjects who may lack full capacity to secure their own rights and interests, such as children, the mentally infirm, and persons in involuntary custody.

Applicants must take steps to protect the confidentiality of data and the privacy of subjects and must be mindful of the conditions posed by the *Privacy Act 1988*.

It is essential that applicants proposing to conduct research with human subjects or on ethically sensitive topics obtain the formal approval of an NH&MRC approved institutional human research ethics committee (usually the one attached to the institution with which they are affiliated) or, where applicable, of the host institution under whose auspices they propose to conduct research.

A proposal that requires ethics committee approval may still be considered by NDLERF if approval is pending at the time of NDLERF's meeting, in which case any grant will be conditional on ethics committee approval being obtained.

Please Note: Applicants should ensure ethics committee approval can be obtained without delay upon the NDLERF's request.

6. Assistance from government departments, institutions or organisations

Applicants are asked to consult with Law Enforcement Agencies or organisations other than the applicant's, which may be required to assist with their projects prior to submission of applications. Please include in the application details of such consultations and information as to whether or not the organisation is in a position to assist as may be required.

7. Budget

Please group each item according to the categories listed in the application form.

- (a) Research Personnel - Please specify level of proposed research personnel and indicate whether fulltime or fractional and the **precise role and duties each will have** in the project.
- (b) Equipment - Equipment required should be carefully specified. Any items exceeding \$150 in value purchased with moneys constituting the grant shall become and remain the property of NDLERF. Only in exceptional circumstances will approval be given for the purchase of personal computers and software for the running of a project. Such equipment should be available through the applicant's department or employer organisation. Requests for equipment are scrutinised very carefully.
- (c) Travel - Air travel will only be funded at advance purchase economy rates. Subsistence allowances and mileage allowances (if private vehicles are used) must conform to reasonable public sector benchmark rates. Where it is necessary to use self-drive hire cars, the reasons for such a necessity should be clearly stated.
- (d) Administration - This should include costs relating to stationery, printing, photocopying, photography, postage, telecommunications charges and any other administrative costs, which will be incurred in excess of those costs ordinarily met by the host institution.
- (e) Other - Items such as taxes and incidental expenses should be included here.

8. Procedure for processing applications

- All applications undergo rigorous peer review by a panel comprising senior research personnel with relevant and extensive research backgrounds, and who are appointed by the NDLERF Board.

On occasions, it may also be necessary for panel members to seek the advice of technical experts to assist in the assessment process (for example, experts who have extensive

subject matter knowledge about drug manufacture). In such cases, the NDLERF Research Officer, with the NDLERF Executive, will identify and engage the services of a suitable and experienced technical expert.

The two panel members will assess each application independently in relation to a standard set of criteria. These include:

- the extent to which the proposed research meets the research needs identified in this grants round;
- the extent to which the proposed research is considered to have law enforcement practice and policy significance. This may include the development of operational tools that have national drug law enforcement policy and practice application;
- the extent to which the proposed research is considered to have national applicability/significance;
- the proposed research methodology (including the clarity of the research questions or research objectives, data to be collected, the strengths and weaknesses of the study design; and any other particular challenges);
- costing/budget;
- the experience and appropriateness of the research team;
- level of engagement of associated law enforcement jurisdictions in development of the application;
- other project-relevant external funding granted/not granted; and
- ethics committee approval, where appropriate.

The NDLERF Board does not encourage applications for research which, in its view, are the normal operational responsibilities of government departments, or institutions, or which are more appropriately funded by other research bodies.

All applications, together with the review panel's recommendations, will be placed before NDLERF Board who will make the final determination after having read the review panel members' report and recommendations.

Following NDLERF Board meeting at which the grant is approved, the applicant will be notified in writing by the Chairman of NDLERF.

Please Note: Supplementary information may be required/ requested from successful applicants.

9. Conditions of grant

(a) Grant funding agreement

Successful applicants are required to sign a written funding agreement with the NDLERF Secretariat before any grant funds can be paid. The funding agreement will prescribe the conditions under which grant funds will be made available to the applicant as well as conditions of conduct for the approved research. The funding agreement must be signed and executed prior to the commencement of the project.

(b) Grant Moneys

Grants of 12 months will be paid in three instalments during the course of the project as follows:

- a third at the commencement of the project;
- a third half way through the project upon receipt and acceptance by the Board of a satisfactory progress report; and
- a third upon receipt of reports and their acceptance by the Board.

(c) Expenditure of Moneys

The recipient or the body administering the grant on their behalf, shall at the end of each quarter during the duration of the grant, provide upon the forms provided particulars of moneys expended in relation to the grant and certify that moneys paid to the recipient's behalf for the purposes of the approved project, that have been expended, were expended solely in the carrying out of the approved project. A nil expenditure return is to be furnished for a quarter where no expenses have been incurred.

(d) Use of project findings prior to publication

The research organisation must not publish or reveal any information obtained in connection with the performance of the project without the prior written approval of the NDLERF Board.

10. Reports

In accordance with the funding agreement, recipients must submit reports of all work undertaken under an approved project. Reports must comply with the requirements of the funding agreement and must include the results of the research.

(a) Progress Report(s)

Progress reports should give details of where the research stands in relation to the set objectives. They should include a discussion both of research processes (e.g. progress project milestones, budgetary issues, major staffing variations or major variations to method, and any unexpected benefits arising from the project as it proceeds) and research outcomes (the results of preliminary analysis should be included where possible, and any project outputs such as presentations and journal articles). Progress reports should be concise, but they need to contain sufficient detail to permit the NDLERF Board to make an assessment of the viability and importance of the research and the need for the agreed funding to be continued. Only one copy of the report is required.

(b) Final Reports

At the end of the project, unless otherwise specified, the recipient is required to forward to NDLERF two hardcopies and one electronic version (in Word or Rich Text Format) of each of the following documents:

- The final report - a complete and detailed account of the research project, covering background information (e.g. a literature review), objectives of the research methodology, research findings and conclusions;
- A paragraph summarising the main findings of the research for inclusion in the AIC's annual report; and
- A short paper of approximately to 5,000 words based on the final report and written in a form acceptable for consideration for publication in the *NDLERF Bulletin* series or in the Australian Institute of Criminology (AIC) peer reviewed *Trends and Issues in Crime and Criminal Justice (T&I)* series.

11. Acknowledgment of the Department of Health (DoH) and NDLERF

DoH is to be acknowledged in all Project Material created by the recipient, in accordance with the funding agreement, in the form approved in writing by DoH and the AIC.

Acknowledgement is to occur in, but is not limited to, the following material:

- Research papers and publications;
- Any media announcement; and
- The 'launch' of any research material.

An example of suitable acknowledgement is:

"This is a project supported by a grant from the Australian Government Department of Health through the National Drug Law Enforcement and Research Fund"

12. Archiving of data

The recipient shall lodge with the Social Science Data Archives at the Research School of Social Sciences, Australian National University and any non-confidential data compiled during the course of the approved project in electronic form, and agrees to the use of such data for possible secondary analysis.

13. Notification of publications

The recipient shall notify NDLERF's Secretariat of the full publication details of all publications (whether refereed or not) that appear based on the research in respect of which funding was granted by NDLERF. Notification should be by email to ndlerf@aic.gov.au