NHRP FUNDING ROUND 2024

Inquiry Program application form

Please use the table below to provide summary details of your research funding application. Please do not amend the structure of the tables in any way. The word limits for each section of the application are specified in the AHURI NHRP Guidelines for applicants and will be checked. Please note instructions are for the information of applicants and should be removed from the proposal.

|  |  |
| --- | --- |
| Inquiry code  (allocated by AHURI Limited) |  |
|  |  |
| Inquiry title (13 words or less) |  |
|  |  |
| Inquiry topic | **Inquiry into …** [Please identify the relevant Inquiry topic as specified in the NHRP Research Agenda 2024 (e.g., 2024A)] |
|  |  |
| Total funds requested for the Inquiry  (ex GST) | Please provide the total budget for the Inquiry, including the Inquiry Program and Inquiry Research Projects (ex GST). |
|  |  |
| Total funds requested for the Inquiry Program (ex GST) | Please provide the total budget for the Inquiry Program only—i.e., do not include costs for Inquiry Research Projects. |
|  |  |
| Universities involved in the Inquiry |  |
|  |  |
| Précis (research statement) (50 words or less) |  |
|  |  |

University use (optional)

|  |  |  |
| --- | --- | --- |
| Field of Research (FOR) | Socio Economic Objective (SEO) | Type of Research (TOR) |

Inquiry Leadership Team, positions and university affiliations

Please specify all members of the Inquiry leadership team and clearly indicate the Inquiry leader. It is expected that all Inquiry research project leaders will be on this team, but the Inquiry leadership team is not restricted to this group.

Please note if a team member is an Early Career Researcher.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | Affiliation | †Position Note if ECR | Salary | Main role | Time on project\* | No. of days\*\* | ORCID ID |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

† Indicates research project leaders on the Inquiry Research Projects in the Inquiry. Note that there should be only one project leader per project.

\* Refers to the percentage of work hours per year committed to the project.

\*\* Refers to the total number of days committed over the life of the project.

Executive summary (400-500 words or less)

Provide a summary of the Inquiry, the overarching research question, the research questions it aims to answer, the focus of the Inquiry Panel and how the findings will contribute to policy development. This should provide an indication of how the Inquiry program and Inquiry Research Projects will work together to address the Inquiry topic.

Inquiry Program proposal

Please follow the written instructions closely. **(Note: instructions are for the information of applicants and should be removed from the proposal).** The Inquiry program proposal must be 3,000 words or less. All words within the Inquiry program proposal section will be counted, except for the reference list. The word count therefore includes, but is not limited to; headings, tables, figures, endnotes and footnotes.

Applications with Inquiry program proposals exceeding 3,000 words will not be assessed.

CVs and current research commitments should be included in the separate Research Team document for the Inquiry as a whole. CVs should not exceed 500 words each.

Applications should be structured using the following headings.

# Aims and research questions

Clearly identify the aim of the Inquiry, the overarching research question and specify the research questions being used to answer the policy issue (identified by the Inquiry topic), and how the findings of the different research activities will contribute to answering them.

# Inquiry design and policy development approach (methods)

Clearly identify the nature of the information to be obtained through the different research activities, how the research findings will answer the research questions, the link between these potential findings and the policy issue and how the approach will contribute to policy development.

Indicate how the different Inquiry Research Projects will work together to form an integrated program of research.

The key outputs to be developed through the Inquiry need to be specified, these outputs should maximise the effective dissemination of the findings. These may include AHURI peer-reviewed published reports, discussion papers or work in progress reports. The final outputs will be agreed in consultation with AHURI Limited at the time of contracting.

Please indicate the types of participants who would be appropriate for this Panel, and the style in which the Inquiry Panel will be run.

# Project management plan

Project management should be explicit in the project plan and the budget and time allocated accordingly. Provide a detailed project management plan which includes:

* Clear a strategy for communication within the team and across projects
* the collaboration and the roles of team members
* how the various projects will be integrated and how the timeliness of the Inquiry Research Projects will be coordinated to provide research outcomes for the Inquiry Panel process
* a risk management strategy where timelines are considered and management actions proposed to minimise risks to timeliness and the delivery of research outcomes necessary for the Inquiry Panel process.

# Timeline

A schedule for the Inquiry is required to show the different research activities and milestones. The schedule should cover the activities to be carried out, when they will occur, how they relate to other activities, how long they will take and what the key outputs associated with each activity will be. The proposed start and end dates of each activity must be provided. Inquiry timeline should reflect completion of the Inquiry within the timeframe allowed (18 months or less). Ensure that sufficient time is allowed to complete the deliverables as detailed. This table will form the basis for the project contract.

Figure 1: Example timeline

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2024 | | | | | | | | | 2025 | | | | | | | | |
| A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S |
| Commencement | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Literature and conceptual development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inquiry Research Project A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inquiry Research Project B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inquiry Research Project C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Inquiry Panel meetings** |  |  |  |  |  | **X** |  |  |  |  |  |  |  | **X** |  |  |  |  |
| **Deliverables** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inquiry meeting Discussion Papers |  |  |  |  | **X** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |
| Inquiry Research Project A FR |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |
| Inquiry Research Project B FR |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |
| Inquiry Research Project C FR |  |  |  |  |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |
| Inquiry FR |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** |

# Inquiry program budget (including budget justification and value for money)

Please provide a detailed budget for the cost of Inquiry leadership and the Inquiry Panel. Note: Inquiry Research Project budgets will be detailed in separate research project application(s).

The budget should identify the inputs of staff time and resources required to complete each stage of the Inquiry Program including Project management, direct and in-direct costs of research e.g., salary, travel, data, specific software but not associated staffing costs, such as leave entitlements and severance pay or university facilities and infrastructure items such a laptops.

The detailed budgets should identify the inputs of staff time and resources required to complete each stage of the Inquiry Program. The delivery of the research outputs should be fully funded. A robust justification for each item of expenditure (including salary and staffing levels) is required to demonstrate value for money. Provide an item-by-item budget showing funds sought for:

* Personnel costs—clearly attributed to each member of the research team and a total provided for each member of the research team (as per template).
* Inquiry Panel and Engagement activities, including personnel time, venue and catering costs, accommodation and travel for participants.
* Travel (itemising origins and destinations for travel, daily allowances etc.).
* Other costs associated with the conduct of the research.

Please provide details of any other support the project has received or is seeking. Where in-kind resources of external organisations are required to conduct and complete the research, letters that formally detail the resources to be provided should be included with the application. Correspondence that offers general, positive support for the project will be removed from proposals and not taken into consideration as part of the assessment process.

Note: This budget is for the Inquiry Program. It should not include time spent on Inquiry Research Projects.

Table 1: Example Inquiry Program budget. **This budget table is an Excel table.**

| **Item** | **Team Leader** | **Researcher** | **Researcher** | **Researcher** | **Units** | **Totals** |
| --- | --- | --- | --- | --- | --- | --- |
| Inquiry management | 4 | 2 | 2 | 1 | 9 | 6,900 |
| Panel management | 1.5 | 1 | 0.5 |  | 3 | 2375 |
| **Stage 1** | | | | | | |
| Literature review | 3 |  |  | 7 | 10 | 5,650 |
| Discussion paper #1 | 8 | 1 | 1 | 5 | 15 | 10950 |
| Panel meeting #1 | 1 | 1 | 1 | 1 | 4 | 2,700 |
| **Stage 2** | | | | | | |
| Discussion paper #2 | 5 | 1 | 1 | 2 | 9 | 6,900 |
| Panel meeting #2 | 1 | 1 | 1 | 1 | 4 | 2,700 |
| Final Report | 7 | 4 | 6 | 8 | 25 | 16,850 |
| Total days | 30.5 | 11 | 12.5 | 25 | 79 |  |
| Daily rate | 950 | 550 | 800 | 400 |  |  |
| **Personal sub-total** | **28,975** | **6,050** | **10,000** | **10,000** |  | **55,025** |
| Interstate Flights (@ $300 return) | | | | | 4 | 1,200 |
| Accommodation (@$225/night) | | | | | 4 | 900 |
| Per diem rate $100/day | | | | | 4 | 400 |
| IP venue hire and catering | | | | | 2 | 3,600 |
| Travel & accommodation for panel members | | | | | 2 | 3,000 |
| **Subtotal** | | | | | | **64,125** |
| Infrastructure (20%) | | | | | | 12,825 |
| **Subtotal (ex. GST)** | | | | | | **76,950** |
| **GST (10%)** | | | | | | **7,695** |
| **Total (inc. GST)** | | | | | | **84,645** |

## Deliverable payment schedule:

Table 2 provides an example payment schedule and the percentage of the project budget for each milestone. This is the AHURI standard practice and any changes would have to be negotiated at contracting and require a compelling reason for any change.

Table 2: Deliverable payment schedule

|  |  |  |
| --- | --- | --- |
| Payment Schedule | Date | Payment (% of total funds ex GST) |
| Commencement | April 2024 | 30% |
| Discussion Paper 1 | *[six weeks before Inquiry Panel meeting]* | 15% |
| Inquiry Panel meeting 1 | September 2024 | N/A |
| Discussion Paper 2 | *[six weeks before Inquiry Panel meeting]* | 15% |
| Inquiry Panel meeting 2 | April 2025 | N/A |
| Inquiry Final report | 30 September 2025 | 40% |

## Distribution of funds:

Please fill in the table below indicating how project funds will be subcontracted to other universities.

Table 3: Distribution of funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University | Salary  costs | Any other costs (e.g., data) | Infrastructure  costs | Total funds contracted |
| University A | $45,000 | $5,000 | $10,000 | $60,000 |
| University B | $80,000 | $10,000 | $18,000 | $108,000 |
| **Total funds contracted** |  |  |  | **$168,000** |

Table 4: Inquiry Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Inquiry  Program | Research  Project A | Research  Project B | Inquiry  Total |
| Total (ex GST) | $##,000 | $###,000 | $###,000 | $###,000 |
| Leader |  |  |  |  |
| Lead University |  |  |  |  |

# Research team

Please briefly articulate the ability of the research team to carry out the work by identifying the housing policy experience, housing knowledge and methodological expertise of each team member that is relevant to the application. The ability of the research team to complete the work on time should be clearly demonstrated by detailing how the research will be accommodated into teaching or other work schedules.

Make clear that the research will be supported by a balanced research team with the appropriate mix of senior, junior and early career researchers. Applications should ensure that research project leaders allocate sufficient time to lead and manage research according to its size and complexity. Please note the eligibility requirements for research team leaders in the NHRP Handbook.

Please articulate the extent to which the project contributes to housing research capacity building through the provision of research training opportunities. It may be important to demonstrate how new researchers will be supported. For example, make clear how research training and or other capacity building measures will be advanced through the conduct of the project, particularly for postgraduate students and/or early career researchers. Capacity building statements should also be explicitly linked to the Research Centre’s strategic priorities.

Identify the extent to which the project provides for intra-Research Centre, inter-Research Centre and international collaboration, as well as inter-disciplinary work.

In the separate Research Team document include CVs for each team member up to a maximum of 500 words each. Publication references **will not be included** in the word count of the application; please include full citation. Fill in the tables detailing whether team members are involved in AHURI projects, indicating eligibility to lead Inquiry Programs or Inquiry Research Projects (see the AHURI NHRP Handbook for eligibility requirements).

# References

References **will not be included** in the word count of the application.