

GRA

GAMBLING RESEARCH AUSTRALIA



GAMBLING RESEARCH AUSTRALIA

An initiative of the Ministerial Council on Gambling

Submission Based Grants System for Gambling Research 2008

Applicant Information Pack

JUNE 2008

DEPARTMENT
OF JUSTICE

State Government
Victoria

APPLICATION GUIDELINES

BACKGROUND

Gambling Research Australia (GRA) is an initiative of the Ministerial Council on Gambling (MCG).

The MCG is comprised of the Ministers responsible for gambling in each State and Territory Government and the Australian Government. The objective of the Council is to minimise the adverse consequences of problem gambling via the exchange of information on responsible gambling measures and by acting as a forum for discussion and facilitation of the development of an effective interventions framework.

A National Framework on Problem Gambling 2004-2008 (NFPG), agreed to by MCG members on 2 July 2004, guides the current work of the MCG. The aim of the framework is to minimise the negative consequences of problem gambling to the individual, their family and the community through a national approach.

The MCG is committed to protecting vulnerable individuals and communities against the negative impacts of gambling while allowing recreational gamblers to utilise gambling products.

GRA with representation from each jurisdiction implements and further develops the National Gambling Research Program to increase understanding of the nature and extent of problem gambling and effective intervention strategies in Australia and provide a clearinghouse for gambling research.

The six priority research areas for GRA as agreed by the MCG are:

1. National approach to definitions of problem gambling and consistent data collection.
2. Feasibility and consequences of changes to gaming machine operation such as pre-commitment of loss limits, phasing out note-acceptors, imposition of mandatory breaks in play and the impact of linked jackpots.
3. Best approaches to early intervention and prevention to avoid problem gambling.
4. Major study of problem gamblers, including their profile, attitudes, gambling behaviour and the impact of proposed policy measures on them.
5. Benchmarks and on-going monitoring studies to measure the impact and effectiveness of strategies introduced to reduce the extent and impact of problem gambling, including studies of services that exist to assist problem gamblers and how effective these services are.
6. To research patterns of gambling and consider strategies for harm reduction in specific communities and populations, such as Indigenous, rural, remote or culturally and linguistically diverse communities, young people or older people.

Secretariat support to the GRA is provided by the Department of Justice Victoria, through its Office of Gaming and Racing.

OBJECTIVE

The major objectives of the submission based grants system are to:

- More closely link gambling research to policy development (this will ensure that jurisdictions have access to quality research).
- Encourage research that is academically rigorous and innovative in its approach to provide a solid evidence base for jurisdictions to develop future gambling policies.
- To re-invigorate gambling research by encouraging participation and input from a variety of disciplines in undertaking applied gambling research. A mixture of projects (varying in size and scope) is expected to be achieved.

Grant recipients will be expected to have their research published in a peer reviewed journal.

Project duration can be to a maximum of three years from commencement, with yearly modules that are costed accordingly.

Applicants are permitted to lodge more than one submission, but each corporate entity (e.g. institution) will be restricted to one grant (that is, one successful submission) in a round.

Questions and answers

What is the theme for this round of grants funding?

- Gambling and Culturally and Linguistically Diverse (CALD) Populations
- Submissions should be based on this theme.

It should be noted:

The GRA does **not** seek recommendations regarding government policy. **It seeks the development of research which will assist its members formulate policy recommendations and to set policy in a significant way.**

Key theme questions to consider

The theme of *Gambling and CALD populations* is a broad topic that encompasses several elements. Below are key topics which are considered to be of most use to the GRA within this topic:

- Culturally appropriate interventions for CALD communities.
- Gambling in refugee populations or in communities with refugee-like experiences.
- Acculturation and gambling.
- International students and gambling
- The nature of gambling and associated risks across different CALD communities.

The Applicant's research topic must be directly related to the CALD theme and should be related to one or more of the above key issues to be considered for the 2008 grants round.

How much money is available overall and for individual projects?

This will be a decision for the GRA.

What projects will be considered for funding in this grants round?

The GRA will only consider funding:

- Applied gambling-related research which advances/tests current knowledge; and/or
- Innovative theory construction and validation.

In addition:

- Applicants are required to specify what new information or benefit jurisdictions will receive from funding the research.
- Proposals which primarily evaluate existing policies, theories or practices will generally not be funded.

What projects will not be considered for funding in the grants round?

Any project that is unrelated to the CALD theme or does not address one or more of the key questions identified in the field of interest will be ineligible for funding.

General exclusions for funding under this grants round include funding for:

- Capital works.
- Core operational funding.
- Delivery of direct jurisdictional policy advice, e.g. recommendations to specific Governments to change policy or adopt a policy position.
- Deficit funding of organisations.
- Commercial activities, such as development of models for future selling or the creation of databases for on-selling purposes.
- Projects that are considered to be the exclusive funding responsibility of local, State or Federal Governments.
- Projects that have already commenced.
- Videos, films, publications, conference or travel in isolation from the core project.
- Service delivery not related to a robust research project i.e. service delivery that is not required for the purposes of the research.
- Research Scholarships.

Applicants may be ineligible for funding if they are funded or have a connection with any aspect of the gambling industry. Further information about this is outlined in the Conflict of Interest and Declaration of Previous Interest sections on pages 24 and 25.

Universities and related organisations should not request a research overhead surcharge beyond 10 per cent of the total submitted budget.

Risk management plan

All applicants will be requested to answer the following questions with regard to their submission:

- What are the risks to the successful completion of this project? How will they be addressed by the Applicant?
- What are the specific risks involved with the proposed methodology? How will these be mitigated?
- What ethical considerations are involved in undertaking this project? What measures have/will be taken to satisfy requirements for ethics approval (if relevant)?

Who is eligible to apply?

Applicants are not restricted to universities or research institutes. Commercial organisations are also permitted to apply. Submissions will only be accepted from incorporated bodies or researchers who are sponsored by incorporated bodies (including sole traders). Applicants must also have **professional indemnity insurance and public liability insurance**. Submissions can only be received from individuals who have the right to work in Australia.

Submissions must include proof of incorporation, along with evidence of professional indemnity and public liability insurance and the Applicant's eligibility to work in Australia. Please see the checklist at the end of this information pack for details.

The grant monies applied for cannot be used for the development of commercial products by the Applicant. All other terms and conditions required of grant recipients also apply to such commercial organisations.

Do I need to register my interest in applying for a grant?

Yes.

Submissions will need to be lodged by 2.00 p.m. Australian Eastern Standard Time on Thursday 17th July 2008. Please see checklist at the end of this information pack. Further details can be obtained from www.tenders.vic.gov.au

If ethics approval is required, is it necessary before applying or before commencing my research?

In the event that a project requires ethics approval, applicants are required to obtain approval prior to the agreed commencement date for the project. This is not required prior to applying for a grant.

Written proof of ethics approval will be required to be submitted to the Department prior to project commencement and/or the first funding instalment being made.

What criteria will be used to evaluate my application?

The criteria outlined below will be used as the basis for the assessment of submissions, in accordance with their relative weightings.

In this grants round for 2008, the research area of interest is Gambling in Culturally and Linguistically Diverse Communities. Submissions not directly related to this area will not be considered. The criteria to be applied to all other submissions are:

- The potential contribution of the project to the identified area of interest. (Weighting factor = 5)
- Quality of the research design and the proposed methodology, including considerations of innovation and rigour. (Weighting factor = 4)
- Qualifications of key personnel who will work on the project. (Weighting factor = 4)
- Demonstrated capacity of the Principal Researcher to conduct high quality research. (Weighting factor = 4)
- Value-for-money, including the appropriateness of the proposed budget given the scope of the project. (Weighting factor = 3)
- Demonstrated project management skills. (Weighting factor = 3)

What is the application process and who will assess my submission?

First Stage

Submissions for this grants round will be assessed by the GRA Secretariat based in Victoria. Proposals will initially be filtered to eliminate submissions which do not meet basic requirements. The basic requirements for all submissions are:

- The Applicant must be an incorporated body or a researcher who is sponsored by an incorporated body (including sole traders).
- Submissions cannot involve the development of commercial products.
- Submissions must include a risk management plan.
- The research topic needs to be directly related to the theme of Gambling and CALD communities.

If any aspect of a submission is unclear, clarification will be sought from the Applicant. Submissions forwarded to the Assessment Panel may be ranked or batched to ensure that the grants system includes representation from various disciplines, a mix of project types and a mix of project sizes.

The GRA Secretariat will check that fundamental eligibility criteria are met by applicants. Referee checks will also be undertaken by the Secretariat for all applicants whose submissions meet the fundamental eligibility criteria and are to be forwarded to the Assessment Panel. Referee reports and information clarifying projects will accompany submissions forwarded to the Assessment Panel for its consideration. The GRA Secretariat reserves the right to make its own enquiries and take them into account.

The second stage of assessment will be undertaken by the Assessment Panel.

Second Stage

The Assessment Panel will apply the selection criteria to determine which submissions are preferred in meeting the major objective of this grants round, namely to strengthen and enable jurisdictions to more closely **link gambling research to gambling policy development**. This is of paramount importance in the overall consideration of Panel recommendations.

The Assessment Panel comprises one recognised independent research expert and three representatives of the GRA.

The Assessment Panel may consult with independent researchers to assist it in finalizing its recommendations.

Peer reviews

If required, peer reviews will be conducted by independent researchers identified by the GRA. These independent researchers are not applicants. The Assessment Panel may seek peer reviews as needed to provide expert advice on the proposed methodologies. The peer reviews will be conducted confidentially (any identifying details shall be removed from the relevant methodology sections before they are forwarded for review).

The Assessment Panel shall consider the peer reviews and re-assess initial assessments made of the submissions.

Mix of projects

A major objective of this grants system is to include representation from a variety of disciplines, a mix of project types and a mix of project sizes.

GRANT PROCESS FLOWCHART

Advertisement

You are required to register on the Tenders Victoria website at www.tenders.vic.gov.au



Applications received

The deadline for submissions is 2.00 pm (AEST) on Thursday 17th July, 2008. Applicants must ensure that all selection requirements have been met and all supporting documentation has been provided.

A submission received after the closing time is a late submission. The GRA reserves the right to accept late submissions. Any decision by the GRA in relation to late submissions will be final.



Acknowledgement letters

Applicants will receive acknowledgement letters by post indicating that their submission has been received for consideration.



GRA Secretariat's Initial Assessment

The Secretariat will:

- check that submissions meet fundamental eligibility requirements
- seek clarification (where necessary), should any aspect of a submission be unclear
- undertake referee checks for all applicants whose submissions will be forwarded to the Assessment Panel

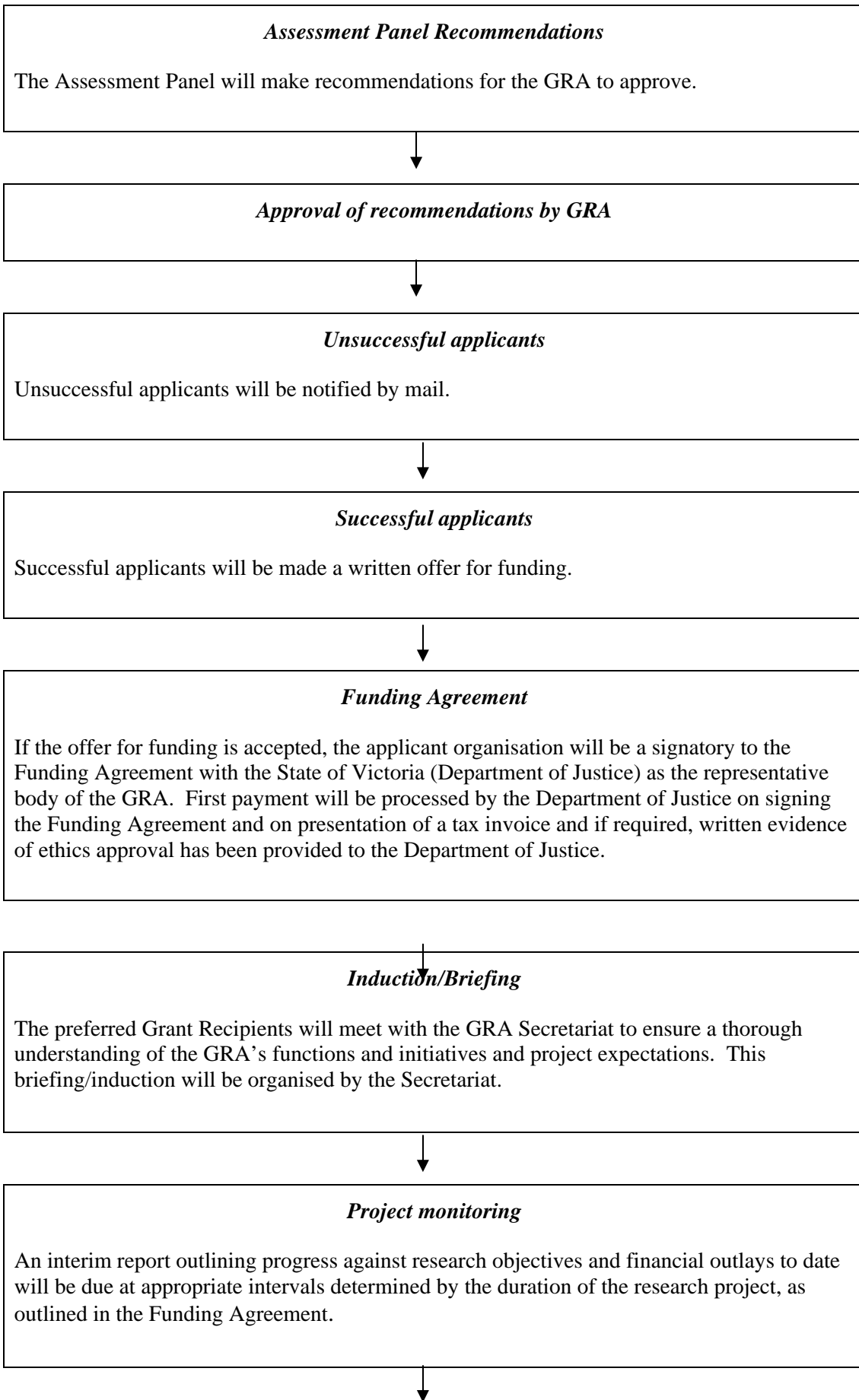


Assessment Panel Consideration

The Panel will consider the following in line with the objectives of this grants round:

- submissions
- any information supplied for further clarification
- referee checks
- peer reviews (as needed)





**OUTPUT ONE:
RESEARCH REPORT**



Penultimate Draft of Final Research Report

The researcher shall submit a penultimate draft of the final research report for GRA consideration and comment.

The GRA will provide feedback on the penultimate draft to the researcher which will include checking:

- the accuracy of references to jurisdictional gambling-related policies and initiatives
- that the report does not specify recommendations regarding any jurisdiction's gambling policy, but makes conclusions based on the research findings



Final Research Report

Submit the final research report to the GRA (via the GRA Secretariat) with any amendments (after consideration of GRA comments).

A final sign-off from the GRA will be required.

The GRA will give its consideration for publishing the report.

OUTPUT TWO: JOURNAL ARTICLE



Communications/Publication activities

A proposed publication strategy is to be supplied by the researcher. Agreement must be obtained from the GRA Secretariat prior to undertaking any communications and/or publicity activities for the research project. Appropriate acknowledgement of the GRA must occur, but the wording must be approved by the GRA.



Journal Publication

Prior to publication, the GRA must agree that the content is in a form suitable for journal publication.



Publication Efforts for Journal Article

The Grant Recipient's organisation must demonstrate to the GRA Secretariat within six months of the completion date, that the organisation has diligently taken action to have an article based on the research project published in a journal that is widely recognised for publication of academic material in the particular field to which the research relates.



Evaluation

Grant recipients will be expected to participate in an evaluation of this grants round.



Acquittal

The GRA Secretariat shall determine that grant funding has been expended in accordance with the terms and conditions of the Funding Agreement.

Will I have the opportunity to discuss/amend my submission after it has been submitted?

Applicants are neither permitted, nor encouraged, to submit iterations on their applications unless requested by the GRA Secretariat.

Applicants may be asked for further information by the GRA Secretariat or the Assessment Panel on points of clarification.

Am I disqualified from applying if I have an actual or perceived conflict of interest?

Applicants will be required to declare any real, perceived, actual or potential conflict of interest at the time of application.

Grant applicants will be required to submit a signed Declaration of Conflict of Interest form that stipulates that they possess no property, are not engaged in any business, trade or calling that creates a conflict of interest in the work they would conduct as grant recipients for the GRA.

Any connections, sponsorship or other link with any aspect of the gambling industry might constitute a conflict of interest.

The Applicant warrants that at the time of entering into an Agreement that no conflict of interest (real, perceived, potential or actual) exists in relation to the Agreement or is likely to arise during the period of the Agreement or will have to declare where one may exist. Further, the Applicant will tell the GRA Secretariat as soon as they become aware of any matter that may give rise to a conflict of interest during the period of the grant. The Applicant will also need to agree to comply with any reasonable direction from the GRA Secretariat to resolve any conflict of interest identified by either party to the Agreement.

If a conflict of interest (real, perceived, potential or actual) is declared, the GRA will seek independent advice as to how this may or may not affect a submission.

The documents that must be completed and signed with regard to conflict of interest are:

- A signed Conflict of Interest Statement; and
- A Conflict of Interest – Declaration of Previous Interest.

These documents are contained as Appendices 2 and 3 at the end of the Applicant Information Pack.

Can a Co-funding Agreement be entered into?

Applicants are permitted to source additional funding from other bodies to undertake the proposed research, with the exception of funds sourced from gambling industry organisations. Co-funding cannot be sought once a Funding Agreement has been signed. Additional sources of funding will need to be disclosed as part of the terms and conditions between the State of Victoria and the Applicant.

A Co-funding Agreement is permissible under this grants round for 2008, on the condition that the nature and extent of the Agreement between the Applicant and the co-funding body is disclosed to the GRA with regard to the following:

- The GRA Secretariat receives a signed letter from the Chief Finance Officer (or someone in a comparable role) that stipulates the level of financial support that will be provided by the co-funding body.
- The GRA Secretariat is informed in writing of any Deed of Confidentiality a potential grant recipient may have with a co-funding body that may conflict with the Deed of Confidentiality they will be asked to enter into with the GRA.
- The GRA Secretariat is informed in writing of any intellectual property rights that may be claimed by the co-funding body with regard to the work being undertaken by grant recipients.

What is the maximum duration of a project?

Project duration can be to a maximum of three years from commencement, with yearly modules that are costed accordingly.

Can organisations and/or individuals make joint applications?

Applications will only be accepted from incorporated bodies or applicants who are sponsored by incorporated bodies (including sole traders).

Joint applications are also permitted as long as both applicant organisations satisfy all eligibility criteria.

Will I need to sign a Funding Agreement outlining the terms and conditions of the grant?

Yes.

A Terms and Conditions document will need to be signed by an authorised officer from the corporate entity.

Please note the following:

- Universities and related organisations that request a research overhead surcharge beyond 10 per cent of the total submitted budget will not be viewed favourably.
- The Applicant warrants that at the time of entering into an Agreement that no conflict of interest (real, perceived, actual or potential) exists in relation to the Agreement or is likely to arise during the period of the Agreement. Applicants will be required to sign a Declaration of Conflict of Interest form and Declaration of Previous Interest. The Applicant will inform the GRA Secretariat in writing as soon as they become aware of any matter that may give rise to a conflict of interest during the grant period. The Applicant will also need to agree to comply with any reasonable direction from the GRA to resolve any conflict of interest identified by either party to the Agreement.
- Applicants are permitted to source additional funding from other incorporated bodies to undertake the proposed research, with the exception of funds sourced from gambling industry organisations. Additional sources of funding will need to be disclosed as part of the terms and conditions entered into by the Department of Justice (State of Victoria) on behalf of the GRA and the Applicant. The following information will be required:
 - The level of financial support to be provided by the co-funding body.
 - Any pre-existing Deed of Confidentiality a Grant Recipient has with a co-funding body that may conflict with the Deed of Confidentiality they will enter into with the State of Victoria.

- Any intellectual property rights that may be claimed by the co-funding body with regard to the work being undertaken by grant recipients.
- The sponsors of grant recipients will be required to sign the Funding Agreement (in addition to the Grant Recipient) and agree to abide by its terms and conditions and execute them accordingly.
- Written proof of ethics approval (where necessary) will be required to be submitted to the GRA Secretariat prior to project commencement and/or the first funding instalment being made.
- Grant recipients will be required to make a reasonable attempt to have their research published in a peer reviewed journal. The terms and conditions shall stipulate that attempts to seek publication, if not actual publication, will be documented and forwarded to the GRA Secretariat.
- The Applicant will own the intellectual property of the research, but the GRA will have a permanent, irrevocable, free, world-wide non-exclusive (including a right of sub-licence) right to use, reproduce, publish, adapt, modify and exploit the research material for the purposes of the Project. The applicant will also have the right to do the same.
- The terms and conditions shall stipulate that both the GRA and the Applicant are required to provide appropriate acknowledgement when material arising from the sponsored research is published or used.
- The GRA Secretariat can be privy to financial information about the Applicant (as it relates to the work they are conducting for the GRA) and the nature of the funding arrangements between the Grant Recipient and any co-funding body (where appropriate).
- The Grant Recipient is obliged to inform the GRA Secretariat as soon as possible if a problem arises that will affect the Grant Recipient's ability to complete the project. A stop work clause will also be included in the terms and conditions in the event that concerns are raised about the viability or direction of the project.
- If a project is disputed (or no reasonable attempts to publish are made), the Principal Researcher will not be considered for future grants.

How is GST treated?

All grant submissions are exclusive of GST.

Will I be required to publish the outcome of my research?

Yes.

As a major objective of the grants system is to increase research capacity in gambling related issues, it is a requirement of the process that all research be published.

Applicants will be required to identify peer reviewed journals they propose to publish their work in (at the submission stage), as well as provide copies of articles that have previously been published.

It is acknowledged that whether research is accepted for publication is outside the control of the researcher.

Therefore, the terms and conditions document shall stipulate that attempts to seek publication, if not actual publication, will be documented and forwarded to the GRA.

Who will own the intellectual property arising from my research?

The Applicant will own the intellectual property of the research, but the GRA has an unrestricted royalty free license to publish and reference the research, conditional on appropriate acknowledgements.

The terms and conditions shall stipulate that both the GRA and the Applicant are required to provide appropriate acknowledgement when material arising from the sponsored research is published or used.

If my application is unsuccessful, will I be told the reason for the decision?

All applicants whose submissions are unsuccessful will be notified by mail and reasons for the decision will be given.

How will the privacy and confidentiality of my work and my personal details be protected?

Victorian Information Privacy Principle 1.3 will apply as per below.

NOTICE UNDER INFORMATION PRIVACY PRINCIPLE NUMBER 1.3

The *Information Privacy Act* 2000 (Vic), the Act, obliges the Department of Justice to advise you of certain facts regarding the collection of information relevant to your submission for gambling research funding.

1. Why do we collect your personal information?

The personal information you provide in the application form is collected and used by Department of Justice employees and contractors for the purposes of:

- processing and assessing your submission;
- enabling the Department of Justice to allocate gambling research funding;
- and
- managing its dealings with you.

2. Who do we disclose personal information to?

Your personal information will only be accessed by employees of the Department for the purposes listed above. The Department of Justice will

ensure that your personal information will not be disclosed to other third parties except with your consent or if authorised by law.

3. How do we protect your information?

The Department of Justice as the representative body of the GRA has implemented technology and security policies, rules and measures to protect the personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. Contracted service providers are bound to comply with the provisions of the Act. The Department of Justice will remove personal information from its system where it is no longer required (except where archiving is required).

4. Can you refuse to provide your information?

Your submission for grants funding may be compromised if you are not willing to provide personal information required for the processing and assessment of your submission.

5. How do you access your personal information?

This information is accessible to you at any time, and can be obtained by making a request to:

Freedom of Information Unit

Executive Services

Department of Justice

GPO 4356

Melbourne VIC 3001

03 8684 0063

6. How are third parties personal information handled?

Where you may have provided information about other individuals such as referees, the GRA relies on you to make those other individuals aware that such information will or may be provided to the GRA for the purpose of assessing your submission and how they can access it.

GRANTS COVER SHEET

GAMBLING RESEARCH AUSTRALIA

**GRA SECRETARIAT: VICTORIAN DEPARTMENT OF
JUSTICE, OFFICE OF GAMING AND RACING**

**GRA SUBMISSION BASED GRANTS SYSTEM FOR
GAMBLING RESEARCH 2007**

NAME: _____

POSITION: _____

OFFICE/ORGANISATION: _____

POSTAL ADDRESS: _____

STATE: _____ **POSTCODE:** _____

CONTACT TELEPHONE NUMBER: _____

FACSIMILE: _____

E-MAIL ADDRESS: _____

Submissions (four copies and an electronic copy on disk) labelled “Number 042/08
GRA Grants – Gambling and CALD Populations” should be lodged at the following
address by 2.00pm (Eastern Standard Time) Thursday 17th July 2008 at:

Level 2 Basement, Mail Centre, 121 Exhibition Street, Melbourne Vic 3000

All submissions must be lodged by 2.00pm (AEST) on Thursday 17th July 2008.

Where did you see this advertisement?

Newspaper – which one? _____

Tenders Victoria website:

Gambling Research Australia website: www.gamblingresearch.org.au

Other, please elaborate _____

For further details, please contact the Secretariat at: gragrants@justice.vic.gov.au

CHECKLIST FOR LODGING A GRANT SUBMISSION

- ◆ There are 28 points that must be completed.
- ◆ Please place all responses under numbered headings and clearly label all sections.
- ◆ All responses are to be 12 point font, fully justified.
- ◆ All submissions must have the grants cover sheet attached to the front of the proposal.
- ◆ Please supply the original submission, plus three hard copies and in CD or disc format when applying. E-mailed submissions will not be accepted.
- ◆ If you are submitting more than one application, please ensure that each application is submitted independently.

1. Cover Sheet.

2. Name of incorporated organisation you belong to or are sponsored by.

Please attach either proof of incorporation or proof of sponsorship by incorporated organisation and proof of that organisation's incorporation as Attachment A.

3 The Australian Business Number or Australian Company Number of the incorporated organisation you belong to or are being sponsored by.

Please state the Australian Business Number or Australian Company Number (as explained above) as Attachment B.

4. Eligibility to work in Australia

Please indicate the basis on which you are eligible to work in Australia.

Also, please attach a copy of your (whichever is applicable):

- Australian Passport
- Citizenship Certificate
- Birth Certificate
- Certificate of Resident Status

to prove your eligibility to work in Australia as Attachment B.

5.. Co-funding arrangements

If you intend to enter into a co-funding arrangement, please include the following:

- A signed letter from the Chief Finance Officer (or someone in a comparable position) that stipulates the level of financial support to be provided by the co-funding body.
- Written advice regarding any Deed of Confidentiality entered into with a co-funding body that may conflict with a Deed of Confidentiality that will need to be entered into with the State of Victoria (Department of Justice).
- Written advice of any intellectual property rights that may be claimed by the co-funding body with regard to projects.

Please submit these details as Attachment C.

6. Conflict of Interest

The Conflict of Interest Statement that needs to be signed by all proposed project team members and a Conflict of Interest – Declaration of Previous Interests provided outlining any work or relationship that applicants may have had with the gambling industry as per Appendices 2 and 3 at the end of the Applicant Information Pack.

7. Research Theme Requirement – Gambling and CALD Populations

Please refer to Page 4 for details.

8. Risk Management Plan

Please refer to Page 5 for details.

9. Professional Indemnity Insurance and Public Liability Insurance

Please refer to Page 5 for details.

10. **Potential contribution to the GRA's broad objectives in gambling or gambling-related research.**
11. **Project title**
12. **Objective of the research**
13. **Abstract of Project**

Please provide a statement of the general objectives and significance of the proposed project (up to a maximum of 250 words).
14. **Scope of the Project**
15. **Methodology of the Project**
16. **Data Collection Methods**
17. **Expected Outcomes of Project**
18. **Consideration of Existing Information on Topic**
19. **Details of Principal Researcher**
 - Name
 - Qualifications
 - Demonstrated experience in the provision of high quality research
 - Demonstrated experience in project management
20. **Proposed Project Personnel 1**
 - Name
 - Organisation
 - Qualification
 - **Proposed Project Personnel 2**
 - Name
 - Organisation
 - Qualification
 - **Proposed Project Personnel 3**
 - Name
 - Organisation
 - Qualification

(Please use the same format for additional researchers/personnel.)
21. **Details of Two Referees** including their names, positions, nature of professional relationship with the Applicant, and their contact details.
22. **Proposed Project Duration**
23. **Funding requested**

Please see Appendix 1 for the breakdown required to justify your funding request.
24. **Publishing**

Please indicate:

- The journal which you intend publishing your research
- List previous published work and include copies of articles

Please submit these details as Attachment D.

25. Curricula Vitae

Please submit a copy of the curriculum vitae for each member of the proposed project team as Attachment E.

26. Total Project Value

27. Ethical Considerations

28. Permission to release project details of preferred grant recipients

I hereby declare that in the event that my submission is assessed and recommended as a preferred submission for funding, that the Department of Justice may use the following information regarding my submission for the purposes of a media release:

- Project title and abstract
- Funding amount and project duration
- Name of key researcher and grant recipient organisation

In signing the section below, I consent to this information being released for the above purposes.

Print Name	Signature
Role and Organisation	Date

APPENDIX 1

Funding Breakdown Template

Item	Description of Information Needed
PERSONNEL	
Principal Researcher	Name and Position Title
Position Cost (without on-costs)	Cost per hour or alternative funding breakdown
Percentage of Time	Percentage of time proposed to be spent on the project
Employment on-cost	Organisation levy on staffing costs
Total Cost for Principal Researcher	Cost per hour * time allocated * on-cost levy
<i>Please use the same format for additional researchers</i>	
Total Personnel Cost	
ORGANISATION LEVIES	
Name and description of levy	For example, on-costs, administration fees, service fees
Percentage rate	
Total Levy Cost	Item * Percentage Rate
<i>Please use the same format if more than one levy is imposed</i>	
Total Organisation Levies	
ADMINISTRATION COSTS	
Printing Costs	
Type of Printing	
Cost of Printing x quantity	
<i>Please use the same format if multiple mail outs are to be conducted</i>	

Postage	
Type of Postage	
Cost of Postage x quantity	
<i>Please use the same format if mail outs are to be conducted</i>	
Office Costs	
Telephone	
Facsimile	
Photocopying	
Total Administration Costs	Printing + Postage + Office Costs
TRAVEL	
Destination and purpose for travel	
Cost Breakdown	Include accommodation costs, meals, incidentals, hire car
<i>Please use the same format for multiple travels</i>	
CONFERENCE COSTS	
Conferences Description	Name of conference
Cost of Conference	
<i>Please use the same format for multiple conferences</i>	
BREAKDOWN OF OTHER COSTS (if applicable)	
Focus Groups	
Computer Assisted Telephone Interviewing (CATI) Costs	
Personal Interviews	
Incentives	
Data entry	
Other, please describe	
Total Costs without GST	
GST Component	
Total Costs GST Inclusive	

Resources contributed to the Organisation by other Sources	Breakdown and description of resources contributed
Value of Resource Contributions	
TOTAL VALUE TO THE GRA	Total costs + Value of Resources contributed to the Organisation

Appendix 2

Department of Justice

Conflict of Interest Statement

Project Title: Tender No: 042/08 GRA Grants for Gambling
and CALD Populations

Requisition number
Departmental reference number

This is to certify that I do not hold any office, possess any property, am not engaged in any business, trade or calling that creates a conflict of interest (real, perceived, actual or potential) in the work I would conduct as a grant recipient for the State of Victoria (Department of Justice).

I shall inform the Department of Justice in writing of any matter connected with the undermentioned tender that may give rise to a real, perceived, actual or potential Conflict of Interest in my capacity as a grant recipient for the Department of Justice.

Name	Signature
	Date

Appendix 3

Conflict of Interest – Declaration of Previous Interests

Project Title: Tender No: 042/08 – Grants for Gambling Research – Gambling and CALD Populations

This is to certify that:

- I have had no previous financial or professional relationships with the gambling industry over the last four years

OR

- I have had financial professional dealings with the gambling industry over the last four years as listed below:

Name of entity

.....
.....

Nature of Relationship

.....
.....
.....

Dates

.....
.....

Signed:.....

Print Name and

Position:.....

Organisation:.....

Date:.....