BizLab Small Project Grant Instructions

Overview

Over the last several years, the BizLab has provided funding to assist Higher Degree Research (HDR) students in running experimental studies in the Lab. A Small Project Grant (SPG) ranges in value from $1000 to $3000. The key objective of SPG funding is to assist Business School Honours, MPhil and PhD students to conduct experimental projects in cases where the student’s supervisor cannot directly provide funding.

The BizLab SPG fund will provide up to $3000 per project to successful applicants. Applications for SPG funding will be assessed by the BizLab User Group.

How to submit an application

Applications should be submitted by completing the HDR SPG Application form and emailing the completed form to bizlab@unsw.edu.au. Questions and comments may also be sent to this address.

In the application you will need to provide information on:

- Project background and research motivation
- Research question(s) and hypotheses
- Research method and experimental design
- Measures for variables and data analysis
- Detailed budget specification and justification – the Budget must include the number of participants required for the study, based on a power calculation (taking into consideration the statistical tests you plan to run to test the hypotheses specified).
- Research outputs from previous BizLab Small Project Grants

Please note: The application form includes a ‘check-box’ to indicate your Supervisors have reviewed and signed-off on your application. Please ensure you allow time for this process to be completed, prior to submitting your application. Without this Supervisor approval, the BizLab User Group will be unable to consider your application.

Requirements and evaluation criteria

- The submissions will be evaluated based on the clarity of the research question, the significance of the research project, and suitability of methodology. The BizLab User Group will obtain the opinion of external experts if required.
- The application must make clear how the specialised resources of the BizLab are leveraged in the project.
Requirements and evaluation criteria continued

- The proposed budget must be justified. In particular, in paying participants the conventions of the BizLab should be met ($5 show-up/turn-away fee per participant and about $15-$20 average payment per participant per hour).
- The specific research outcomes from any previous BizLab Small Project Grant(s) must be identified.
- The experiment must belong to a class of experiments approved by the Management Committee of the BizLab.

Conditions of award

- Ethics approval must be obtained before any funds are paid out and experiments are conducted. Further information about ethics approval is available on the BizLab website (http://bizlab.unsw.edu.au/website/procedures_ethics.php).
- The awarded grant must be used exactly as described in the application. In case of deviations from the original plan, the Director of the BizLab must be consulted.
- If the grant is awarded to a student and the project leads to an eventual publication, then the student must be included as a co-author on the publication.
- If the project leads to an eventual publication, then the BizLab should be acknowledged in the publication. A suggested acknowledgement is:
  
  I/We acknowledge the support from a UNSW Business School Experimental Research Laboratory grant.

- The grant must be fully spent within the current (calendar) year.
- All expenses must be accounted for appropriately. In particular, receipts signed by participants must be handed in for all participant payments.
- All research outcomes (such as a paper, publication, thesis, conference presentation, etc.) from the funded project must be submitted to the director of the BizLab to be included in a repository of funded project outcomes.
- If requested, you will present the results of your project to the BizLab.
- **A 1-page report about the project must be submitted by 31 March of the following year (or before, if you graduate prior to 31 March).** No application for a new grant under this scheme can be submitted as long as a report for a previously funded project has not been submitted. If by this time a working paper or other publication has been obtained, a submission of this outcome replaces the report.