

## WHYTE FUND - RESEARCH GRANT GUIDELINES

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### BACKGROUND

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The Whyte Fund was initially established from bequests by Jean Whyte and her sister Phyllis and honours the role of Jean Whyte in the development of Monash University as a major centre for research and research training in Librarianship, Archives and Records. The objective of the Fund is to advance research in these disciplines. As part of this endeavour, the fund invites applications from researchers seeking funds to support research projects in these areas. Applications are invited from staff members of Monash University for grants up to around \$50,000 for high quality projects that will:

- through collaboration enhance the quality of research into Librarianship, Archives and Records.
- inject innovative ideas into research or graduate teaching in Librarianship, Archives and Records;
- open the way to increased international collaboration;
- create opportunities for junior researchers to expand their professional networks;

Support for scholarly publication may be considered, but this is not a priority area. Applications that provide collateral funding will receive preferential consideration. Projects will be expected to be completed within two years of the allocation of a grant.

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### APPLICATION PROCEDURE

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Applications for funding should be submitted electronically on the Whyte Fund application form, with accompanying evidence, to The Secretary, Whyte Fund (Email: [fit-whyte-fund@monash.edu](mailto:fit-whyte-fund@monash.edu)). Questions regarding the scheme and selection criteria should be sent to the same address. Support for applications will be determined by the Whyte Fund Committee based on the scheme eligibility and selection criteria.

For projects defined as human research, applicants will need to submit their project for ethical review by the Monash University Research Ethics Committee (MUHREC) for approval. More information is available at <http://intranet.monash.edu.au/researchadmin/human/index.php>. Funding for successful grants will not be activated until the appropriate Ethics approval has been confirmed.

Successful applicants must submit progress reports every six months from the date of award of the research grant, and a final report within six months of the final expenditure of the funding awarded.

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### ELIGIBILITY & SELECTION CRITERIA

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Applications for research funding from the Whyte Fund will be considered from teams led by a researcher who is a staff member of Monash University (ongoing, contract or adjunct). Researchers from other universities and collaborating organisations may participate as partner investigators. The Whyte Fund Committee may also invite applications from teams led by a researcher who does not meet this criterion.

The Committee will assess applications using the following standard criteria:

- project quality and innovation; significance and originality of the project
- feasibility and benefit; soundness of planning and methodology, realistic scope and achievability
- track record of the applicants, relative to opportunity

The Committee will also pay special attention to the significance of the project's outcomes in relation to advancing research or contributing to the scholarly literature in the disciplines of librarianship, archives and records management. Contributions from relevant industry, professional or community partners outside Monash University will also be taken into account where appropriate.

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## FUNDING

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Project requests should be to support a budget of between \$10,000 and about \$50,000. Interested applicants may submit preliminary proposals to the Secretary. The amount awarded to the application may be adjusted based on availability of funds and demonstrated need.

Funding can be requested for budget items that directly support the proposed research, under the broad expenditure categories of personnel, equipment and travel (excluding conference travel). Requests for standard equipment or software, etc., that would normally be leased or purchased for the use of Monash University staff and students will not be funded.

Applicants are expected to expend all funds in the period for which the grant was awarded, although requests to carry forward may be considered at the discretion of the Committee.

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## REPORTING

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Applicants who are successful in attracting funding from the Whyte Fund are required to submit progress reports every six months from the date of award of the grant, and a final report within six months of the final expenditure of the funding awarded.

The reporting requirements are:

### **Progress Reports:**

- (1) Six months from the date of award of the grant: Project summary and photo suitable for the Web. Please provide a plain language proposal summary (*of no more than 250 words*) focusing on the aims, significance, expected outcomes, benefits and impacts of the project.
- (2) At six month intervals: A brief summary (*of no more than one page*) of the progress on the project since commencement.

### **Final Report:**

- Within six months of final expenditure of funding awarded.

All reports (using the templates provided) must be submitted to:

The Secretary, Whyte Fund  
Email: [fit-whyte-fund@monash.edu](mailto:fit-whyte-fund@monash.edu)

These reports will be reviewed by the Whyte Committee and chief investigators contacted if more information is required.