

Instructions for Applicants

Eligibility Criteria

1. The Applicant must be a financial member of ATMS
2. The Chief Investigator of the project must :
 - a. be an Australian citizen or permanent resident;
 - b. currently reside in Australia.
3. The project must not have received/be receiving funding from any other funding organisations.
4. Funding is not intended to provide long-term support for projects or top-up funding for ongoing studies. Proposals must be for a clearly identifiable project, even if part of a larger research initiative.

All grant applications will be treated confidentially and will only be viewed by assessors or interview committees. Applicants must complete all relevant sections of the application form, including the checklist and declaration. Incomplete applications will not be assessed.

Applications must be received by due date. Applications must be typed and submitted electronically via email. The normal duration of the project is up to one year.

To ensure a fair and transparent process for all applicants we ask that all questions be sent via email: research@atms.com.au

Application requirements

1. A complete application form
2. Letters of support (if applicable)
3. Evidence of Applicant's status as a legal entity (e.g. Certificate of Incorporation)
4. Evidence of current Public Liability Insurance (e.g. Certificate of Currency)
5. Copies of information providing evidence of project needs (if available)
6. Curriculum vitae of researchers

Ethical considerations

1. All research is obliged to comply with the guidelines for ethical research described in [National Statement on Ethical conduct in Human Research](#) (National Statement or NS).
2. Most research projects (e.g. clinical trials, surveys, interviews, in-vitro research) require approval by a research ethics committee. All applications for such projects should be accompanied by evidence of approval from a research ethics committee.



Researchers who do not have access to a research ethics committee should contact the Chair, ATMS Research Committee for advice about possible affiliation with a higher education institution on research@atms.com.au

Ethical considerations for research include:

Specific information about a research project MUST ALWAYS be provided to participants so that a person's (NS 2.21) decision/consent to participate in research is to be voluntary, and based on sufficient information and adequate understanding of the proposed research and the implications of participation. This requires an adequate understanding of the purpose, methods, demands, risks and potential benefits of the research. This information must be provided specifically for the particular research project. For example, some inclusions might be:

- *The name of the project;*
- *An introductory paragraph including details of who you are, what you are studying (if applicable) and your position within the University (current status - eg lecturer, student, practitioner researcher)*
- *An explanation (in plain English) about the subject of your research, its purpose and aims;*
- *Explanation of what will be required of the participants in this research;*
- *Any risks, inconveniences, discomforts which participants may experience;*
- *Details of the estimated time that it will take the participant to complete the research (including the opportunity of taking a break if required);*
- *Details about the likelihood and form of publication of the research results;*
- *That participation in the research is voluntary;*
- *Advice to the participant that he/she may withdraw at any time without any negative consequence to him/her;*
- *Provision of services to participants adversely affected by the research (if applicable to your research project);*
- *Details of how the anonymity / or confidentiality of any information provided by participants will be ensured;*
- *Details of how adequate security will be provided for the research data and that information gathered by the University is kept for 7 years at the University;*
- *Inclusion of the researcher(s) and supervisor's (if applicable) contact details;*
- *The ethics approval number – once it has been received;*
- *Details of the Ethics Complaints policy.*

