



THE ARMY HISTORY RESEARCH GRANTS SCHEME

GUIDANCE

What is the Army History Research Grants Scheme?

The Australian Army History Unit (AAHU) values new or unique research that contributes to a deeper understanding of the history of the Australian Army and can contribute to Army's current and future development and the professional military education of its members. The Australian Army History Research Grants Scheme (referred to as the Scheme) was established in 1993 to support and encourage original research into the history of the Australian Army.

Since its inception, the Scheme has supported over 300 researchers and has a strong record of accomplishment in delivering unique research that promotes and contributes to a deeper understanding of Army's history. AAHU encourages applications from a broad field of researchers, either individually or as a team.

Grants are available up to a maximum amount of \$15,000 for one year. For significant research projects, multi-year grants are available for up to \$15,000 per year for up to three consecutive years (to a maximum of \$45,000). As this Scheme involves the gifting of public monies, it undergoes a rigorous assessment and approval process and requires ministerial approval. The announcement of successful and unsuccessful applications can take 6-9 months from the closing date.

Aims and intents of the Scheme

The Scheme aims to encourage and support researchers to undertake substantially new research in the Australian Army's history, providing new insights, understanding and information on an aspect of Army's history. All research is to be underpinned by rigorous scholarship and evidence, and be available to both the Army and the public.

The Scheme is intended to contribute the Australian Army by:

- Enhancing an understanding of Australian military history;
- Examining the Australian Army's development, performance, heritage, and contribution to the Nation in war and peace;
- Creating a better understanding of the Army in order to create utility to the Army's current and future development and operations; or
- Contributing to the professional military education of Army's members.

Where the proposed outcome of a research project is a book, or thesis intended for publication as a book, the AAHU reserves the right of first refusal on the manuscript. The AAHU Publishing Program is a long standing and prestigious program that operates across three Series (*the Army History Series, Australian Army Historical Collection and Australian Army Campaigns Series*), catering to a diverse audience. More information on the AAHU Publishing Program can be found by visiting the AAHU Publishing Program website or contacting AHU.Enquiries@defence.gov.au.

Where the proposed outcome of the research is an article, applicants are encouraged to consider the [Australian Army Journal](#) and the [Australian Defence Force Journal](#) for publication.

Eligibility

The Scheme is open to domestic and international applicants, applying for grants either as individuals and research teams. Where an application has previously received funding through this Scheme for a separate research project or activity, the applicant is required to have submitted a progress report and financial acquittal for the previous grant before applying for a second grant. Members of the Australian Army History Unit are ineligible to apply however volunteers are still eligible to apply for a grant.

Activities and areas of research supported by the Scheme

Research supported by the Scheme must have as its primary focus, the history of the Australian Army. Please note that research focusing on pre-Federation military forces may be considered if they can demonstrate direct relevance to the modern Australian Army. Areas of research supported by the Scheme include:

- Operational research and battle studies;
- Corps, Division, Brigade and Unit histories;
- Research on Australian Army doctrine or the Australian Army as an organisation;
- Specific problems that have face the Australian Army on one or more occasions;
- Diversity within the Australian Army;
- Biographies of significant individuals that have contributed to the development of the Australian Army as an organisation, or through doctrine or operations;
- Social and cultural histories of or directly related to the Australian Army; and
- History of Australian Army heritage.

Applications should be analytical rather than narrative based, and offer new or unique insights into the history of the Australian Army. Applicants are to identify how the project will enhance and extend understanding of the history of the Australian Army whilst demonstrating relevance and utility to the Army's development.

Areas of research and research outcomes not supported by the Scheme

Areas of research not supported by the Scheme include:

- Family histories of military service;
- Histories of individuals or small groups, that do not have a relevance to the broader history of the Australian Army;
- Commemorative projects or histories of commemoration;
- Artistic works, documentaries exhibitions or events;
- Archeological digs or searches for unrecovered remains, unmarked graves, or lost burial sites;
- Projects that have application only to a small local or regional audience; and
- Projects in which the history of the Australian Army is peripheral to the main subject, or the focus is on another entity.

If your project falls in one of the areas not supported by this Scheme, below are alternative funding and grants programs that may be of interest and assistance.

- Australian Army Research Centre, *Army Research Scheme*;
- Unrecovered War Casualties – Army;
- Department of Veterans' Affairs *Saluting Their Service Commemorative Grants* and *Major Commemorative Grants*;
- Department of Veterans' Affairs *Grants-in-Aid*;
- Department of Veterans' Affairs *Veteran and Community Grants*;
- Department of Social Services *Volunteer Grants*;
- Australian Federal Government *Supporting Younger Veterans*;
- Australian Federal Government *Building Excellence in Support and Training*;
- Community Grants (can be used to search available grants both open and closed); and
- Grants Connect (to search available grants and also view previously awarded grants).

Use of Grant Money

All expenditure of monies under the Scheme should be a direct cost of the project, incurred by you for approved research activities. Project expenditure must be incurred between the project start date and end date for it to be eligible. The following list outlines approved expenditure categories:

- Travel and accommodation for research activities
 - All travel and accommodation for research activities should be realistic in time frame and justified in the application; and
 - A per diem amount as determined by the ATO Tax Determination, available [here](#) for the researcher(s) while undertaking research activities.
- Research expenses
 - Services such as digitisation, transcription and translation;
 - Employment of a research assistant where accessibility of archives and travel concerns limit an applicant's capacity to conduct the research activities personally; and
 - Employment of a translator.
- Other expenses
 - The applicant should list any other specific expenses necessary to undertake the proposed research.

Costs not covered by this Scheme include:

- The production or publication costs associated with the project;
- Research costs not related to the project;
- Fee profit, organisational overheads, audits, administrative or financial costs;
- Access to general facilities;
- Teaching or income relief, or HELP liabilities;
- Membership fees, insurance costs or professional development courses;
- Use of photocopiers, telephones, mail, or internet;
- Purchase of equipment including computers, printers software, storage devices and cameras;
- Purchase of standard reference materials; and

- Any other costs not directly related to the project.

How to apply

Applicants should carefully review this Guidance for Applicants document before submitting an application to the Scheme. The application form requires applicants to address the following:

Applicants details (individual or a research team). Details of all researchers should be included in the form, and CV's for all researchers attached to the application including relevant research and publication history.

Project title. Include the proposed title of the research.

Project Outline. Applicants should succinctly outline the main aim and thesis of the research project, identifying the area of research the project will be addressing, as listed in this Guidance document, or as identified by the applicant.

Proposed research outcomes and outputs. Identify the proposed outcome of the research. All research supported through the Scheme should be accessible to the Australian Army and the public. This includes, but is not limited to the production of an article, book, website, database, or occasional paper. Where the research will be contributing to the completion of a thesis (PhD, Masters or Honours), a published research outcome is also required.

Research plan. Applicants should outline the proposed research plan including the purpose and focus of the research project, and explain the themes and key issues you will be addressing. Please include the following information in the research plan:

- a literature review;
- discussion of your research framework and methodology, along with details of any qualitative or quantitative analysis you are undertaking; and
- evidence of preliminary research that has been undertaken to identify the archival or historical materials you plan to work with (down to a series level where relevant).

Research timetable and completion date. The Scheme is available as either a 12 month grant agreement, or a multi-year grant agreement for up to 3 years. Information on both grant formats are outlined below.

12 month grant agreements:

- Are available up to a maximum amount of \$15, 000;
- All research activities and grant money are to be expended within the 12 month agreement; and
- Research timetables for 12 month grant agreements should be provided in months from receipt of the grant.

Multi-year grant agreements:

- Are available up to a maximum amount of \$45, 000 across three financial years;
- Funding will be paid in three instalments, with research milestones set against each instalment;
- Value for money will be an important consideration for the Panel when considering multi-year grant applications; and
- These grants will be limited; and

- Research timetables for multi-year grants should list the research activities and outcomes against the relevant year in which grant monies will be expended.

As the Scheme require ministerial approval, the date at which grant monies will be delivered cannot be confirmed in advance and there will be paperwork and administrative processes to complete before grant money can be paid. If you require ethics approval through the Defence People Group Low Risk Ethics Panel, please allow 3 months for this process.

Budget. The budget should section requires applicants to complete a number of questions related to the expenditure of money, justification of research activities and agreed research milestones for multi-year projects.

Applicants are asked to indicate whether a grant has previously been received as a Final Research Report and Financial Acquittal will need to be submitted before another grant can be awarded.

The budget should be itemised and justified in accordance with the Use of Grant Money as outlined in this document and in terms of what represents best value for money for the Australian Army. For multi-year grant applications, please identify in what year the funds will be expended.

An example of how to complete the budget, and the level of detail expected, is included below:

Expenditure Item <i>[insert the month or year funds will be expended]</i>	Description <i>[insert description and justification for this expenditure item]</i>	Evidence <i>(provide evidence to support your proposed cost)</i>	Total Cost (GST [incl/excl]) <i>[insert total amount cost of the budget item]</i>
Year 1	<u>Travel</u> to AWM to access materials listed in the research plan	Return flight from Adelaide to Canberra on webjet.com (31/2/21)	\$480
Year 1	<u>Research assistant</u> to access material at National Archives Kew, UK as unable to travel due to COVID19 concerns	Research assistant for 4 days (20 hours) at \$45 per hour	\$900
Year 1	<u>Digitisation</u> of NAA Series (NISERT number)	Cost \$29.10 per file x 15 file series	\$436.50
Year 2	<u>Hire car</u> for travel between Sydney and Canberra	Hire car quote from rentalcars.com	\$600
Year 2	<u>Accommodation</u> in Canberra while visiting AWM and NAA	4 nights stay at \$117 per night (Crowne Plaza, quote from Booking.com and was cheapest hotel in a central locations)	\$469
Year 2	<u>Per diem</u> for stay in Canberra	\$133 per day as per the ATO Tax Determination for 5 days	\$665

Research milestones. If you are applying for a multi-year grant, payment will be made in three instalments up to a maximum of \$15, 000 in any one year. The first payment will be made upon receipt of the grant agreement, with the following two payments to be made in the following two years. Applicants are required to provide an interim research report and evidence of research activities in order for subsequent grant payments to be made. An example of how to complete this section is provided below.

Research activities (<i>the research activities you will carry out in each year of the grant</i>)	Research milestone (<i>identify your research milestone for which an interim report and evidence demonstrating its completion can be provided</i>)	Cost
	<i>Year 1 – complete all overseas research</i>	<i>\$12, 000</i>
	<i>Year 2 – complete Canberra based research</i>	<i>\$10, 000</i>
	<i>Year 3 – Complete final digitisation requests for files and produce manuscript</i>	<i>\$5, 000</i>
		Total: \$27, 000

Value to the Australian Army. Applications should clearly demonstrate the research projects' relevance and utility to the Australian Army, as specified in the *Aims and Intents of the Scheme*. Ideally outline the specifics of how your particular project has an educative relevance to the current Army on operations or as an organisation. It is also useful when the candidate can make direct links to current problems, opportunities or issues that can or may impact the Australian Army that is reflected in historical examples found in their historical research.

Ethics. All research that involves people or the use of personal information and records requires ethics clearance. Applicants should identify whether ethics approval is required for this project, and state whether this process will be undertaken through a research institution they are affiliated with, or whether they will need to go through the Defence Ethics process as an alternative.

The Department of Defence, as a research institution, requires all research to meet the standards of ethical research as set out in the National Statement on Ethical Conduct in Human Research. The purpose of the Department of Defence and Veterans' Affairs Human Research Ethics Committee (DDVA HREC) and the subsidiary body Defence People Group Low Risk Ethics Panel is to provide expert review of research proposals submitted for ethical approval. The Ethics panel's aim to:

- Provide independent, competent and timely review of human research proposals in respect of their ethical acceptability;
- Protect the mental and physical welfare, rights, dignity and safety of research participants;
- Facilitate ethical research through efficient and effective review processes;
- Promote an awareness and understanding of human research ethics within the Department of Defence (Defence), the Department of Veterans' Affairs (DVA) and the broader community;

- Review human research in accordance with the National Statement, other national guidelines and legislative instruments; and
- Provide oversight, monitoring and advice on ethical aspects of human research.

The following research activities are considered to be low risk research:

- Surveys where the research topic and questions will not induce (or have the potential to) distress or cause reputational or professional harms;
- Secondary use of identifiable data or bio specimens where consent at the time of collection was obtained to access, share and use the data for secondary research purposes;
- Secondary use of identifiable data where a waiver is requested to access data that does not include personal, medical or health information;
- Interviews or Focus Groups where the research topic and guiding questions will not (or have the potential to) induce distress or cause reputational or professional harms;
- Research involving participants undergoing a non-clinical intervention/assessment task (e.g. activity) where the research tasks may induce discomfort but will not (or will not have the potential to) induce distress, cause reputational or professional harms, and/or involve an element of active concealment or planned deception.

Where research involves the collection and use of records and archives, applicants will need to outline how potentially sensitive information will be identified. If successful, applicants will complete and Ethics checklist to confirm whether Ethics clearance is required.

Referee. All applicants should identify a referee who is familiar with the applicant's research ability and capacity to complete the proposed project. They should also be familiar with the field of Australian Army history being researched and be able to provide comment on the value and significance of the proposed research, the relevance and utility to the Australian Army and the suitability of the method. Referees will specifically be asked to comment on the academic credibility of your work, its relevance to Army, and your ability to complete the task on time, on budget, and to an appropriate standard.

The application form can be downloaded from the AAHU website. All applications should be completed electronically and returned by the close date to AAHU.enquiries@defence.gov.au.

In accordance with the *Privacy Act 1989*, personal details will remain confidential and will only be accessed by the Panel. However, with the aim of promoting research into the history of the Australian Army, the Panel may, at its discretion, advise others of the research interests of applicants with the intention of fostering research opportunities and networks. Furthermore, the names and research titles of successful grantees will be listed on the AAHU website and included in a media release to promote the Scheme.

Assessment process

The AAHU administers the Scheme through a two phased assessment process to ensure a fair process and transparency for applicants and assessors.

First, AAHU historians review the applications to ensure all eligibility criteria are met. Eligibility criteria that will be assessed at this stage will include assessing whether all sections of the application are complete, whether the proposed project falls within the remit of the AAHU, and whether the proposed research activities to be funded through this grant are appropriate.

Applicants will be given the opportunity to review and amend their application if they fail to meet all criteria and resubmit within a limited timeframe and no later than 5 days after the closing date.

Second, an Independent Assessment Panel (the Panel) is convened to assess all eligible applications. The Panel comprises of a diverse range of subject matter experts in the history or operations of the Australian Army or related subjects, including academics, public historians, and current serving Army personnel. Each application will be assessed by two or more Panel members who provide feedback and a recommendation on whether the application should be funded. The Panel then meets to discuss the applications and determine the final list of research project to be recommended for funding.

Applicants should be aware that projects will be ranked in order of funding priority in order to select the projects recommended for funding. More high quality applications are usually received than can be funded. As such, not all worthwhile projects will receive funding. This does not necessarily reflect on the interest in or importance of your project, but on its specific utility to the aims and intents of the scheme, and the relevance and quality of other grant applications received. Feedback will be provided against your application whether it is successful or not.

The criteria against which applications are assessed can be found on the AAHU website.

All applicants will be informed throughout the assessment process as to the status of their application, however AAHU cannot inform applicants of the outcome of their grant until Ministerial approval is granted.

For any questions about the Army History Research Grants Scheme, or to submit an application to this Scheme, please email: AHU.enquiries@defence.gov.au