

# GUIDE TO APPLYING FOR AIJA RESEARCH SUPPORT

## 1. Overview

Since its inception, the AIJA has supported research into the field of judicial administration. This support continues today, with the AIJA supporting many projects every year through the provision of financial support and in-kind support including through specialist advisory committees.

The Institute has published reports in areas such as case management, cultural awareness, judicial ethics, technology and the courts, complex criminal trials and cross-vesting legislation, to name a few. A complete list of our published research reports is located on the publications page of the AIJA website .

The AIJA Research Committee meets regularly to consider proposals for future research work.

## 2. Structure and priorities

### a. Funding pools

The AIJA splits its research funding into two 'pools' or 'funds' – a General Fund and a Targeted Fund.

- The General Fund is open to applications year-round, and applicants may submit projects on topics of their own selection; however, all projects should show a sufficient connection to the AIJA's aims and areas of interest. See detail at '5(a). General Fund'.
- The Targeted Fund is reserved for applications received in response to a specific call for applications made by the AIJA. See detail at '5(b). Targeted Fund'.

The allocated division of funds between these pools is subject to revision by the Research Committee as it deems necessary subject to the needs of the AIJA.

### b. Aims of the AIJA's Research and Areas of Interest

The AIJA aims to promote excellence in the administration of justice in Australia, New Zealand, and the surrounding region through research and education. To achieve this aim, the AIJA supports research into its areas of interest. These areas are:

- Indigenous justice as it relates to the administration of justice.
- Technology as it relates to the administration of justice.
- Vulnerable communities as they relate to the administration of justice.
- Paths to excellence in judicial administration.

In relation to these areas of interest, judicial administration itself non-exhaustively includes:

- The actual operation of courts, tribunals, and their registries;
- The effect of emerging technologies on these bodies;
- Judicial independence and accountability; and,
- Judicial education, and the professional development of registries and other staff.

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### 3. Types of support

#### a. What kind of support does the AIJA offer?

The AIJA offers both in-kind and direct financial support, available in both our General and Targeted Funds. Projects may receive one or both kinds of support, and the AIJA may jointly sponsor work with other organisations (please contact the Secretariat to discuss applications with multiple supporting bodies). All projects also receive the benefit of the AIJA's advisory committees, which many of our previous researchers consider to be a valuable aspect of AIJA support.

##### Financial support

The AIJA provides financial support to projects in the form of grants. For details of what this grant funding can be used for, please see '3(b). What can AIJA funding be used for?'. For details of the range of funding available, please see '8. Comparison of General and Targeted Funds'.

##### In-kind support

The AIJA provides in-kind support to projects in several ways. Primarily, this is through access to guidance and input from the AIJA research committee and wider membership base and exposure to the AIJA network, including dissemination to members, courts, and tribunals across Australia, New Zealand, and Papua New Guinea.

All projects supported by the AIJA are provided with an advisory committee, consisting of three to five judicial officers, academics, or other subject matter experts. Committee members are selected specially for each project and provide researchers with access to the judiciary and the insights of other experts to help guide their work. Advisory Committees meet on an ad-hoc basis (usually quarterly) and provide a forum for discussing the development of the research, issues of interest to the judiciary, and other matters as required.

The AIJA is also willing to be approached to be a partner on ARC Linkage projects and equivalent collaborative projects.

#### b. What can AIJA funding be used for?

The AIJA receives government funding to support its activities. Accordingly, AIJA funding can only be sought and used to support the direct costs of the project, including travel costs, research assistants, and other direct costs, where the project warrants it. AIJA funding should not be sought or used to pay for the time or salary of the principal academic researchers, or for hard copy printing of publications or marketing.

Examples of the direct costs that the AIJA will consider funding include the salary and on-costs for necessary research assistants, essential travel (e.g. for interviews), and reasonable non-salary costs not otherwise available from a researcher's institutional employer (e.g. minor transcription or translation costs for evidence-based research).

Preliminary literature reviews are not ordinarily fundable but more detailed and project-specific literature reviews can be the subject of funding, where the project warrants it. Institutional mark-ups and cost-recovery that some institutions might require as a matter of general policy for commissioned or consultancy-based research, or other forms of research-based transfer of knowledge and sharing of expertise are not normally eligible budget items for requests for AIJA funding.

Where in doubt about the eligibility or desirability of a requested budget item, the AIJA Executive Director is able to provide advice to applicants.

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### 4. Deliverables

#### a. What deliverables are required?

##### Final outcomes

The AIJA requires that each project supported by an AIJA grant produces at least one peer-reviewed publication and that the researcher/s participate in a conference, seminar, or webinar run by the AIJA.

#### b. What deliverables are desirable?

##### Interim deliverables

The AIJA values regular engagement with its members, so any interim work which can be shared to inform our membership is appreciated. Such work may include updates to the AIJA members which can be shared in our newsletters, serving to inform members about the project generally or of any developments or insights which may be of interest to the membership.

##### Final outcomes

The AIJA views the production of digital judicial education or reference material favourably. These include model frameworks, practice guides, or reference material. The AIJA would be able to assist in the production of digital publications.

The AIJA would also view repeated engagement with its members through conferences, seminars, or webinars favourably.

### 5. Application process

The application process differs depending on which pool support is sought from – either the Targeted Fund or the General Fund.

#### a. General Fund

Applications for support under the General Fund may be made to the AIJA at any time, using the AIJA Research Support Application Form. This form should be completed and emailed to the Executive Director of the AIJA, [aija@aija.org.au](mailto:aija@aija.org.au).

Applications for support as an ARC Linkage partner can be made under this fund.

While applications are permanently open, the AIJA Research Committee will generally consider these applications on a quarterly basis, to allow comparison of as many projects as possible for each round of funding.

Please see '6. Funding Decisions' for more information on the possible decisions that may be made, and the next steps.

#### b. Targeted Fund

Before calling for applications under the Targeted Fund, the AIJA will identify a research area of interest, a timeline for applications, and an indicative funding level, before publishing a call for applications and disseminating this through our networks and on our website.

This call for applications will be sent to universities, research institutes, and other member organisations throughout both Australia and New Zealand. These applications will be ordinarily open for 3 months, but the closing date will be specified on the call for applications.

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Applications should be made using the AIJA Research Support Application Form. This form should be completed and emailed to the Executive Director of the AIJA, [aija@aija.org.au](mailto:aija@aija.org.au).

The Secretariat will first filter any out-of-scope applications. Researchers who submit out of scope applications may be invited to resubmit them to the general funding pool, subject to any changes recommended by the Secretariat to align the project with the AIJA's priorities. Alternatively, the Secretariat may redirect such applications to other research bodies. Then, the Secretariat will compile the applications, and provide them to the Research Committee for their consideration.

Please see '6. Funding Decisions' for more information on the possible decisions that may be made, and the next steps.

### **6. Funding Decisions**

#### **a. General Fund**

The AIJA selects from one of four possible options when deciding the outcome of an application under the General Fund:

1. The application is successful and proceeds ('accept'); or,
2. The application is unsuccessful, but the Committee retains an interest in considering it in its current form during a later round, ('roll-over'); or,
3. The application is unsuccessful, but the Committee provides feedback that the project may be considered subject to certain feedback being addressed ('resubmit'); or,
4. The application is unsuccessful, an explanation is given, and the applicant is informed the AIJA will not support the project ('reject').

#### **b. Targeted Fund**

The AIJA selects from one of three possible options when deciding the outcome of an application under the Targeted Fund:

1. The application is successful and proceeds ('accept'); or,
2. The application is unsuccessful, but the Committee provides feedback that the project may be considered in the General Fund subject to certain feedback being addressed ('resubmit'); or,
3. The application is unsuccessful, an explanation is given, and the applicant is informed the AIJA will not support the project ('reject').

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### **7. Management of successful projects**

#### **a. Commencement**

##### **Approval**

Approvals for funding will be made on recommendation from the Research Committee to the AIJA Council. If approved by the AIJA Council, the AIJA Secretariat will inform researchers of their success.

##### **Documentation**

Once approved by the AIJA Council, the Secretariat will prepare a formal Grant Conditions document governing the grant. Once this has been signed and returned to the AIJA, the AIJA Secretariat will organise the first meeting of the advisory committee. Where the project is dependent upon other approvals [e.g ethics approval] the appropriate approval must be provided once obtained.

##### **Advisory Committee**

Advisory committees will generally meet within six weeks of a project's approval. The timeline of subsequent meetings will be agreed between the researchers and the advisory committee, but ordinarily quarterly meetings are held.

#### **b. During the project**

The Grant Conditions will govern any formal reporting requirements during the project.

In addition, regular advisory committee meetings function as an informal reporting arrangement for the project.

#### **c. Conclusion and reporting**

The conclusion of a project will be governed by the project's Grant Conditions and include completion of the relevant Reporting Form. These are usually a financial acquittal and the Standard Statement of Completion Form, or some variant of these documents.

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### 8. Comparison of General and Targeted Funds

For ease of comparison, please see the below table.

	General Fund	Targeted Fund
<b>When are applications open?</b>	Applications are open year-round.	Applications are open when the AIJA makes a formal call for applications. This will be communicated through the AIJA newsletter, on our website, and through university research offices.
<b>What research areas/aims can be supported?</b>	Any, provided a sufficient connection to the AIJA's aims and areas of interest is demonstrated.	The call for applications will specify an area of interest.
<b>What kinds of support can I apply for?</b>	<p>The AIJA offers financial support and in-kind support.</p> <p>Our in-kind support includes access to guidance and input from the AIJA research committee and wider membership base and exposure to the AIJA network, including dissemination to members across Australia, New Zealand, and Papua New Guinea.</p> <p>Additionally, all projects supported by the AIJA are provided with an advisory committee, consisting of three to five judicial officers, academics, or other subject matter experts.</p>	
<b>How much financial support is available?</b>	Generally, a range of \$5,000-\$15,000 is available. However, all requests for funding must be justified by the proposed project budget.	The call for applications will specify the level of available funding.
<b>Can I apply if my project already has funding from another source?</b>	Yes. The AIJA will jointly support projects, and encourages researchers to seek a wide support base if possible.	
<b>Does the AIJA support ARC projects?</b>	Yes. The AIJA has a long history of being a partner on ARC Linkage Projects. Our General Fund can be used to support these projects, and as seed funding to support early stage projects which will lead to an ARC application.	
<b>How do I apply?</b>	Complete the AIJA Application for Research Support Form.	
<b>Which deliverables are required?</b>	One peer-reviewed publication and participation in a conference, seminar, or webinar run by the AIJA.	
<b>Which deliverables are favourable?</b>	<p>The AIJA views the production of digital judicial education or reference material favourably. These include model frameworks, practice guides, or reference material. The AIJA would be able to assist in the production of digital publications.</p> <p>The AIJA would also view repeated engagement with its members through conferences, seminars, or webinars favourably.</p> <p>Of course, these expectations are adjusted in line with the amount of support provided.</p>	

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	<b>General Fund</b>	<b>Targeted Fund</b>
<b>How long does it take to decide if my application is successful?</b>	Applications are considered on a quarterly basis. Depending on the timing of your application, it may take up to three months. However, we consider all applications received up to a week before the quarterly review of applications.	The call for applications will specify.
<b>What happens if I am unsuccessful?</b>	<ol style="list-style-type: none"> <li>1. The application is unsuccessful, but the Committee retains an interest in considering it in its current form during a later round, ('roll-over'); or,</li> <li>2. The application is unsuccessful, but the Committee provides feedback that the project may be considered subject to certain feedback being addressed ('resubmit'); or,</li> <li>3. The application is unsuccessful, an explanation is given, and the applicant is informed the AIJA will not support the project ('reject').</li> </ol>	<ol style="list-style-type: none"> <li>1. The application is unsuccessful, but the Committee provides feedback that the project may be considered in the General Fund subject to certain feedback being addressed ('resubmit'); or,</li> <li>2. The application is unsuccessful, an explanation is given, and the applicant is informed the AIJA will not support the project ('reject').</li> </ol>

### 9. Other Documents

The following documents should be consulted in conjunction with this Guide

- AIJA Research Support Application Form
- Standard Grant Conditions
- Standard Statement of Completion Form (as referred to in the Standard Grant Conditions)