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## Eligibility

To apply for an AARE grant the SIG Convenors and Co-Convenors must be current financial members of AARE. The SIG must be up to date with previous funding reports. A SIG's eligibility for funding in the next round will be restricted if reporting requirements for previous AARE grants have not been met.

## Selection Criteria

Selection criteria for grants are:

- Activities must be open to all members of the relevant SIG and should benefit as many SIG members as possible
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The purchase of alcohol

Payment of preparation fees of guest speakers/presenters that would normally be part of their presentation, or workshops

Reimbursement of SIG Convenors time

Employment of Research Assistants. For administration assistance please see the section below.

Prizes/Awards with monetary value

## **Co-sponsorship**

SIGs may seek co-sponsorship from outside organisations to provide additional support for the work in their field. SIG events that are co-sponsored need to ensure that consultation occurs between the SIG Convenor and the SIG Coordinator prior to arrangement being made.

If co-sponsorship has been gained for a SIG event, details need to be provided to the SIG Coordinator detailing:

The name of the sponsor



## Submission of Proposal

Proposals submitted for grants must be made by the SIG Convenors and/or Co-Convenors and have been developed in consultation with the SIG group members. The application must also provide details of all information necessary for its assessment without the need for further explanation. The AARE Executive reserves the right to request further information.

Please refer to the following forms and documents available on the AARE website to submit your proposal:

<https://www.aare.edu.au/funding-opportunities/sig-funding/>

- Review the published SIG Funding Guidelines

- Complete a Project/Event & Budget Plan using the template provided (note you are required to upload this plan to the online Application Form)

- Complete the online Application Form by the advertised application deadline

- Successful applicants will be required to complete a Funding Report using the template provided

Applications should specify the amount of funding support requested and should include an itemised list of the expenses to be covered by the grant. If other funding, such as co-sponsorship or fees to be paid by participants, will be sought for the activity then these need to be specified on the application form.

Additions, deletions and modifications will not be accepted after submission, unless invited by AARE.

If changes to the event are required after funding has been granted a formal written request must be sent to the AARE Executive Management Team for approval.

Applications must be received by the AARE SIG Coordinator for approval by the date advertised on the AARE website [www.aare.edu.au/funding-opportunities/sig-funding/](http://www.aare.edu.au/funding-opportunities/sig-funding/).

SIG Convenors will be contacted by the SIG Coordinator via email regarding the outcome of their application by mid-July.

AARE will publicise details of successful applications, including the SIG name, activity name and details on the AARE website, and in the AARE Member Newsletter.

For accountability reasons AARE cannot provide funds to individuals on behalf of SIGs. Receipts must be provided for all expenses for which reimbursement is claimed. Receipts should be sent to AARE by the SIG Convenor (identifying the relevant SIG) with detailed information, including relevant payment details (person's bank account details).

AARE is happy to pay in the following ways:

- Direct payment of an invoice within approved budget

- As reimbursement to a person on provision of receipts

- As reimbursement to a university on provision of receipts

All payments must be approved by the SIG convenor or project lead. AARE makes payments on a fortnightly basis and most payments will be completed within this timeframe (may be a few days longer to allow for banking authorisations/clearances). If you have an urgent request for payment please contact the AARE office - [aare@aare.edu.au](mailto:aare@aare.edu.au) or call 03 5955 2412.



