

## Introduction

Each year the Queensland College of Teachers (QCT) awards a small number of research grants to practising teachers to assist them to attend, and present their research at, key Australian education conferences such as those of the Australian Teacher Education Association (ATEA) (June - July), the Australian Curriculum Studies Association (ACSA) (October) and the Australian Association for Research in Education (AARE) (November - December). This initiative is part of the QCT's program of activities to support relevant research and to promote teaching as a profession.

Queensland-registered teachers who have undertaken or are undertaking research related to their teaching practice or that of their colleagues are invited to apply for a grant to enable them to present their findings in a suitable national or state forum. The receipt of the grant will be contingent upon the acceptance of their proposed paper presentation by the conference organisers. The grant will provide financial assistance towards conference registration fees and travel and accommodation associated with conference attendance.

The following guidelines have been prepared to assist interested teachers to submit applications. Grant applications must be on the attached form and must be submitted to the QCT by COB on **30 April** in the relevant year.

## Who is eligible to apply for a QCT teacher research grant?

To be eligible to *apply* for a QCT Teacher Research Grant, you must:

- be registered as a teacher in Queensland (registration can be either provisional or full; persons with a 'permission to teach' are not eligible)
- be teaching in a Queensland primary, secondary school or early childhood setting delivering the QCAA *Kindergarten Learning Guideline* or C&K *Building Waterfalls* kindergarten guideline
- be undertaking, or have completed within the past 6 months, research on your own teaching in Queensland or that of colleagues
- write a paper reporting on your research and present this at a state or national education research conference in Australia
- attend the full conference.

Papers may be co-authored but in such cases the applicant should be the first-named author and the role of each author in the research and the writing of the paper should be made clear, and the position and institutional affiliation of each author should be stated. Normally only one teacher per application/paper will be funded.

Recipients of QCT Teacher Research Grants in the previous three years are not eligible to apply. Grant recipients should not be the recipient of any other funding to attend the conference.

## What is meant by 'research'?

For the purposes of its Teacher Research Grants, the QCT takes a broad view of what constitutes research. This includes any systematic study, whether quantitative or qualitative, of teaching and learning, such as: action research; evaluation of a particular program, policy or teaching approach; investigation of a particular issue or practical situation facing a classroom teacher or school; or a case study of a particular child or group of students.

## How do I apply for a QCT research grant?

You must submit an application on the attached form. You must provide all information requested on the form and you must attach an abstract of the paper you propose to present. Please do not submit full papers.

If this is not already included in the abstract, you must provide the following information on your research:

### Title of paper

**Aims and significance of the research:** What the study aims to achieve and its significance for teaching.

**Methodology:** An indication of the methodology used in the research.

**Outcomes:** Expected or actual outcomes on completion of the study.

**Literature:** A brief reference to literature relevant to the research.

The abstract and any additional information should together **total no more than 500 words**.

You must nominate a suitable forum where you propose to present the paper. The forum must be a conference relevant to education and must be held in Australia, e.g. the annual conferences of recognised national professional associations such as AARE, ACSA and ATEA or one of the many subject associations. See the QCT website ([www.qct.edu.au](http://www.qct.edu.au)) for a list of professional associations with links to their websites.

You must provide a indicative costs for your conference attendance, listing the amounts you expect to require for conference registration, travel, accommodation, meals (where required) and TRS (if required). If exact costs are not available, please provide your best estimate.

## What process will be used to select grant recipients?

The QCT will establish a selection panel, drawn from members of its Board and/or relevant committees.

The following merit criteria will be used to assess eligible applications:

- significance of the research for contemporary teaching in Queensland
- originality of the research
- conceptual, methodological and theoretical soundness of the research
- coherent organisation and clarity of written expression in the abstract.

Tentative offers of grants will be made before the end of May in the relevant year. Grants will be contingent on acceptance of the presentation proposal by the relevant conference organisers. Offers of grants will be confirmed when recipients provide evidence that their proposals have been accepted for presentation at the conference.

The selection panel's decision is final and no correspondence will be entered into.

## What is the grant for and how is it paid?

The QCT Teacher Research Grant will contribute towards the following costs for one person per application/paper: conference registration fee, return economy-class air travel (if required) to the conference from the port nearest the teacher's residence in Australia, accommodation associated with conference attendance, and other reasonable expenses (e.g. for meals not included in conference registration) incurred due to attending the conference. Costs will be reimbursed in accordance with public service guidelines through submission of a QCT expenses claim form.

Unless there are demonstrated exceptional circumstances, the QCT may seek to recover non-refundable monies from grant recipients who fail to present the paper as arranged.

Grant winners may be publicised on the QCT website and/or other QCT publications. Papers of grant recipients may also be published by the QCT on its website or elsewhere. Grant recipients may be invited to write an article for the QCT about their research or to participate in a brief interview for posting on the QCT website.

## CHECKLIST

I have attached:

- a list of indicative costs for my attendance at the conference
- a letter of support from my principal and/or my university supervisor
- an abstract of the paper to be presented and (if not included in the abstract) information addressing aspects of the research as listed on page 2 of the Guidelines
- a statement indicating the applicability of the grant to my current career stage (100 words)

# Teacher research grants application

## 1 PERSONAL DETAILS

Full name	<input type="text"/>		
Address	<input type="text"/>		
City	State	Post Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (Hm)	Phone (Mobile)	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	<input type="text"/>		
School Name	<input type="text"/>		
Address	<input type="text"/>		
City	State	Post Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>		

## 2 CONFERENCE DETAILS

Conference where paper will be presented  
(please include name of conference, organisation/association holding conference, dates and location)

Name of Conference	<input type="text"/>
Organisation	<input type="text"/>
Location	<input type="text"/>
Dates	<input type="text"/>

I have submitted a proposal to the relevant conference as required by conference organisers.

The proposal has been accepted for presentation at the conference. Yes  No

If yes, please attach evidence of acceptance.

My school will/will not require reimbursement for TRS to cover my absence\*. Number of days of TRS required (if applicable):

\*NB: TRS will not be funded if conference is held during school holidays.

## 3 SIGNATURE

If my application is successful, I agree to:

- acknowledge the support of the QCT in my paper and at my presentation during the conference
- provide the QCT with a copy of my paper which it may (at its discretion) make available on its website
- engage in a brief, filmed interview about my research which the QCT may (at its discretion) make available on its website

Signature	DD/MM/YYYY
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**PLEASE RETURN FORM TO QUEENSLAND COLLEGE OF TEACHERS, GPO BOX 702, BRISBANE QLD 4001, AUSTRALIA**

### PRIVACY STATEMENT

Personal information collected in this form is to enable the Queensland College of Teachers (QCT) to \*consider the application in relation to its function of promoting the teaching profession (section 232 of the Education (Queensland College of Teachers) Act 2005). The information will only be accessed by authorised persons, service providers, staff and committees of the QCT and will not be given to any other person or agency unless permission is given or the QCT is required or permitted by law to disclose the information further. Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website, [www.qct.edu.au](http://www.qct.edu.au).

Contact us

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