

Key tips before you get started

- Read the funding rules/guidelines thoroughly before you start writing!
- Always know your audience. Are the panel members all subject knowledge experts? If in doubt, assume not.
- Use plain English and define key terms.
- Be clear and succinct.
- Use short, sharp sentences and paragraphs.
- Make it compelling.
- If you need to list things, use dot points.
- Have white space.
- Use headings and sub-headings and any further headings as required.
- And remember, a good proposal stems from a good, sound concept.

Project title

- Keep under 20 words.
- Make it catchy and memorable.

Project summary

- Keep around 50-100 words if no limit or stick to limit set.
- Use plain English – the language needs to be suitable for public release.
- Include aims, outcomes, significance and social and/or economic benefit of the research.
- Why should this project be funded over all of the others? What is the hook?
- Often best to write it first to set a consistent message but revise if project aims, significance and outcomes change as your project outline develops.
- Can be used as a marketing tool.

Aims

- Keep around 50-100 words if no limit or stick to limit set.
- What is the field? What is the object of the research?
- Keep aims clear and succinct.
- Use dot points where possible rather than long winded sentences.
- What is the nature of the research – basic, strategic, applied or experimental?
- Is it really feasible? Has this work been done elsewhere? What makes this research unique?

Top Tips!

- Read the funding rules/guidelines thoroughly before you start writing!
- Always know your audience.
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- Be clear and succinct.
- Make it compelling.
- Use dot points instead of long winded sentences.

CONTACT US

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Background

- Use this section to let the reader know the context of the research issues.
- Use subheadings to identify themes and/or other issues.
- How do people achieve the objective now? Are there any current unresolved issues in the field? Why are they unresolved? How will you overcome the problem/issue?
- Bring out your knowledge of the field and literature. Let readers know you have the expertise – you are not only selling the idea, you are also selling the researcher/team.
- Include information about recent international progress in the field of research and the relationship of this proposal to work in the field generally.
- Define your key terms and cite easily accessible references wherever possible.

Significance and Innovation

Describe and detail the significance of the research and whether the research addresses an important problem. Consider the following when writing this section:

- Why undertake the research?
- Will this project strengthen basic knowledge?
- Will this project answer an important practical or significant problem?
- Will this project have particular resonance for the future (i.e. issues of national/international importance)?
- How will the anticipated outcomes advance the knowledge base of the discipline?
- What is novel and innovative about the approach to be used?
- What new methodologies or technologies will be developed?

Approach / methodology

- Describe the conceptual framework.
- Describe the design and methods to be used.
- Explain how these steps are appropriate and well integrated with the aims of the project.
- Provide step by step detail.
- Explain how data will be collected and what will be done with it (i.e. what framework will inform analysis).
- Convince the reader that you understand/have experience in undertaking qualitative/quantitative research.

Top Tips!

- Let the reader know the context of the research issues.
- Bring out your knowledge of the field and literature. Let readers know you have the expertise.
- Define your key terms and cite easily accessible references.
- What important practical or significant problem does the project address ?
- What is the future resonance of the project ?
- Describe the design and methods to be used.
- Provide step by step detail.

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Training

- If the research work provides research training explain how the intellectual content and scale of the work proposed is deserving of a PhD.
- If the research training is embedded in a larger project describe/separate the part the student will focus on.

Timeline

- Describe the expected outcomes and likely impact of the proposed research.
- This will assist the reader to measure the project's feasibility.
- Link phases of the research plan/approach with the anticipated timeline.
- Explain who is doing what.
- List any milestones – draft reports etc.
- Don't forget to build in time for any ethics clearances required.

Expected outcomes

- Describe the expected outcomes and likely impact of the proposed research
- Link to the aims – what will be the results of the planned actions?
- Be realistic – the project and the researcher/team will be judged on these outcomes.

Communication of results

- Outline the plans for communicating the results - think of end-users and the benefits of the research.
- If it is planned for research to be published or presented at a conference, be specific and give names.
- What media strategies are there?
- What about training of students?

Benefit of the research

- Describe how the research project might result in social and/or economic benefits.
- What are the expected benefits for the specific industry/field and/or industry sector?
- What are the benefits for the Australian community more broadly?
- Are there international benefits also?

Top Tips!

- Explain who is doing what.
- Describe the expected outcomes and likely impact of the proposed research.
- List all the milestones.
- Link to the aims.
- Be realistic with the expected outcomes.
- Outline the plans for communicating the results.
- What media strategies are there?
- What are the benefits and for which community ?

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Description of personnel

- If the research work provides research training explain how the intellectual content and scale of the work proposed is deserving of a PhD.
- Summarise the role, responsibility and contributions of each named Investigator
- Who brings what expertise? Are there particular areas of the research project that different Investigators will lead (if allowed in funding guidelines)?
- Summarise the roles and levels of involvement of other participants (i.e. technical staff, students, research assistants and/or research associates).

References

- Include a list of all references (check the word limit set for this)
- Cite only the key international, substantive and easily accessible references where possible
- Avoid using a footnote system – endnotes are much neater.

Our Team Members

Manager, RGBD

Research Admin Officer (pre and post award support)

Contracts Officer

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Post-award:

Post Award Officer

Analyn Vargas

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Top Tips!

- Summarise the role, responsibility, contributions and levels of involvement of each investigator and participant.
- Who brings what expertise?
- Include a list of all references.
- Use endnotes rather than footnotes.

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