Information for applicants

2021–2024 ANROWS Sexual Harassment Research Program:
Grants round

ΛNROWS

Overview

ANROWS is now calling for applications for the 2021–2024 Sexual Harassment Research Program grants round. This grants round meets the criteria for a [Category 1 – Australian Competitive Grant](#). This document contains information for applicants about the grants round, including funding rules, research gaps, selection criteria and guidelines to assist researchers in completing the application.

ANROWS is one of the key commitments of the [*National Plan to Reduce Violence against Women and their Children 2010–2022*](#) (the National Plan) and is funded jointly by the Commonwealth, state and territory governments of Australia. Our mission is to deliver relevant and translatable research evidence which drives policy and practice design aimed at reducing violence against women and their children.

ANROWS invites applications to conduct projects as outlined in the [*Call for Grant Applications* available here](#).

Grants will be awarded based on merit. Applications are peer-assessed by a panel of experts against specific selection criteria, including:

- contribution to knowledge
- policy relevance and utility[1]
- rigour, validity and appropriateness of study design
- ethics and safety
- cultural sensitivity and appropriateness (as appropriate)
- likelihood of national benefit
- research team expertise and experience
- feasibility of project
- appropriateness of the indicative budget.

Projects are expected to deliver one or more research reports which will be subjected to peer review and on satisfactory completion will be published by ANROWS.

The research report(s) must be submitted for peer review by December 2023 at the latest. The final research report(s), incorporating peer reviewer feedback, must be submitted by February 2024 at the latest. ANROWS has no capacity to provide extensions to researchers for late deliverables.

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1   For this grants round, this includes relevance in relation to the evidence gaps and recommendations set out in [*Respect@Work: Sexual Harassment National Inquiry Report*](#), the findings of [*Everyone's Business: Fourth National Survey on Sexual Harassment in Australian Workplaces*](#) and/or the Australian Government's response to the Respect@Work report, [*A Roadmap for Respect: Preventing and Addressing Sexual Harassment in Australian Workplaces*](#). (Please note: in line with the evidence gaps, research into sexual harassment in non-workplace settings is not excluded, provided policy relevance can be demonstrated.)

While projects with a completion date of February 2024 may be accepted, ANROWS will give preference to projects that have earlier completion dates and/or allow for the publication of multiple smaller reports that build on each other and are released throughout the duration of the project.

The call for applications closes **11:59pm (AEST) Monday, 11 October 2021**. Submissions after this time will not be accepted by ANROWS.

DEFINITIONS

Principal Chief Investigator	The person who will lead and coordinate the research team. The Principal Chief Investigator must be employed by the lead organisation administering the funding.
Chief Investigator	A person who provides a significant contribution to the project, either through their intellectual contribution or their leadership of particular research activities.
Research partners	Those involved as co-researchers. These do not include organisations or communities solely providing advice to researchers.

Grants round requirements

Eligibility

Any Australian-based organisation with the capacity to undertake research is eligible to apply. The lead research organisation must have in place existing policies and systems that comply with the _Australian Code for the Responsible Conduct of Research._[2] Where research involves human beings as subjects, they must comply with the relevant National Health and Medical Research Council (NHMRC) guidelines and codes. Furthermore, applicants must demonstrate access to an appropriate human research ethics committee (HREC), such as those registered with the NHMRC.[3] If conducting research with Aboriginal and/or Torres Strait Islander peoples, applicants must comply with the _AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research,_[4] which includes conducting research in a manner that is culturally safe and controlled by the community.

Successful applicants must enter into a funding agreement with ANROWS. ANROWS is usually only able to enter into funding agreements with organisations and not individuals. The agreements, including the schedules outlining outcome milestones and payments, will be negotiated following the determination of successful projects. The Principal Chief Investigator must be employed by the contracted organisation.

Research teams may comprise employees from multiple organisations, however one organisation must be identified as the lead organisation and take responsibility for the conduct of the research and the observance of the terms and conditions. Applicants may apply for more than one grant, however, a separate application form is required for each project. An individual may be listed as the Principal Chief Investigator on one project only, but may be listed as a Chief Investigator on multiple applications.

Staff, Board members or consultants of ANROWS, their immediate families, or companies in which any of the abovementioned hold director or management committee positions are ineligible to apply for funding under the 2021–2024 Sexual Harassment Research Program grants round.

Essential requirements

Applications must comply with the essential project requirements. Projects must:
- be designed to address one or more of the identified research gaps (see Call for Grant Applications)
- maintain the safety of women and their children as a primary consideration of

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2   National Health and Medical Research Council, Australian Research Council, & Universities Australia. (2018). _Australian Code for Responsible Conduct of Research._ https://www.nhmrc.gov.au/sites/default/files/documents/attachments/grant%20documents/The-australian-code-for-the-responsible-conduct-of-research-2018.pdf

3   See https://www.nhmrc.gov.au/sites/default/files/documents/attachments/list-of-registered-hrecs.pdf

4   Australian Institute of Aboriginal and Torres Strait Islander Studies. (2020). _AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research._ https://aiatsis.gov.au/research/ethical-research

the project, that is:

- ○ provide appropriate support to women participating in the research, or those affected by the project
- ○ prioritise the dignity and wellbeing of participants in projects over any expected benefits to knowledge
- ○ inform participants of the findings of the research, where safe and appropriate to do so
- contribute to building the evidence base and be developed in consultation with relevant policy owners. Researchers are required to engage with policy owners early and at key stages throughout project implementation
- provide a unique contribution to the relevant area of sexual harassment
- be designed to deliver results of national benefit (i.e. findings should be of national interest drawn from Australian-based research sites)
- provide significant potential for policy impact
- be feasible within the timeframe, with research reports to be submitted for peer review no later than December 2023
- have a justifiable and cost-effective budget (see Appendix B).

Risks and conflicts of interest

Project risks must be identified in the application. Risks might include research delays; low recruitment of participants; safety risks for research staff; or uncertain access to grey literature, unpublished reports or data. Strategies to manage risks should also be outlined in the application.

Applicants must declare to ANROWS any conflicts of interest that exist or are likely to arise in relation to any aspect of the proposed project. If a conflict of interest exists or arises, the applicant's organisation must have documented processes in place for managing conflicts. These must comply with the NHMRC's *Australian Code for the Responsible Conduct of Research*.[5]

Research project deliverables

The standard deliverables for ANROWS projects are listed below.

1. **Progress report 1**: A report completed using the pro forma provided by ANROWS which includes:
   - ○ a summary of progress of activities to date
   - ○ a summary of relevant policy owners who have been engaged to date to influence policy or practice design decisions

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5   NHMRC. (2018). *Australian Code for the Responsible Conduct of Research*. https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018

- ○ a research protocol
- ○ a copy of the ethics application and approval, if applicable.

2. **Progress report 2**: A report completed using the pro forma provided by ANROWS which includes:
   - ○ a summary of progress of activities to date
   - ○ a summary of relevant policy owners who have been engaged to date to influence policymaking and practice
   - ○ an outline of the proposed knowledge translation and dissemination activities and strategy.

3. **Research report(s):** A series of shorter reports or one major report which includes:
   - ○ an executive summary
   - ○ an introduction or background (including literature review and study aims)
   - ○ a methods section
   - ○ a key findings section which is structured in a logical and clear manner
   - ○ a discussion section which clearly contextualises findings with reference to the literature and includes strengths and limitations of the study, directions for future research and implications for policymakers and practice design
   - ○ a conclusion.

Major research reports(s) may not be more than 150 pages in total (including appendices, references etc.). Reports longer than this will not be accepted. Shorter research reports(s) may not be more than 60 pages in total (including appendices, references etc.).

Provided the research report(s) are of high quality and adequately informed by earlier engagement with key policy stakeholders, they will be sent to external peer reviewers in a single blind review process (i.e. authors will not be informed of the identity of the reviewers). The research report(s) will also be provided to senior officials from the Commonwealth and all state and territory governments of Australia to ensure any information relevant to their jurisdiction is accurate and current. Peer review timeframes vary depending on the length of the report(s). Please see Appendix A for an example of a project timeline.

4. **Final progress report and certified non-audited financial acquittal:** A report completed at the end of the project, using a pro forma provided by ANROWS. The certified non-audited financial acquittal report must include an income and expenditure statement for the grant and confirmation that the funding has been spent on the activity in accordance with ANROWS's budget rules.

Intellectual property

Intellectual property arising from projects, including research reports, publications, and any materials created or developed in carrying out agreed knowledge translation activities (e.g. webinars) is retained by ANROWS. Researchers will have unrestricted license to access any project material and can use this material for further research purposes, publications or dissemination activities following completion of the project. The Commonwealth will be provided with a permanent, non-exclusive, irrevocable, royalty-free license to use, modify, communicate, reproduce, publish and adapt these materials. In some circumstances, shared intellectual property may be negotiated (see, for example, the *AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research* and the Warawarni-gu Guma Statement). For further information on shared intellectual property, please contact research@anrows.org.au

Members of the research team will be required to sign a moral rights waiver to ensure that there are no impediments to ANROWS publishing and publicising final deliverables from the project.

Budget conditions

Applications should include a budget that outlines all project-related expenses. The budget should be accompanied by a justification of these expenses. Other income sources should also be included with the budget. Please see Appendix B for an example of a budget and justification.

Budget item	Conditions
Salary costs	• Salary costs, including on-costs, may be included in budgets, however ANROWS will not support consultation rates or fees for members of the identified research team • Salary costs should be justified with reference to the enterprise agreement, salary scales, pay rates or equivalent of the relevant institution • To ensure parity across institutions, salary on-costs must be no more than 30 per cent. This is consistent with the funding rules of the Australian Research Council
Travel costs	• Travel costs for fieldwork should be calculated using the Australian Tax Office (ATO) guidelines,[6] with budget justifications making clear reference to these rates • Travel cost per diems must be no more than the rates set out in the ATO tables[7] • No overseas travel will be funded • Travel for conferences in Australia will not be funded • Travel for face-to-face meetings of members of the research team needs to be justified, with teleconference or video conference being preferred options for meetings of the research team
Administration	• Funds cannot be used to subsidise general ongoing administration costs of an organisation such as electricity, phone and rent • Some project administration costs may be included, such as access to computer programs and software commonly used in research activities, not exceeding 15 per cent of the total budget
Honorariums for participants	• Standard interview/focus group (approximately 1 hour) = maximum of $30–$40 • Short interview/focus group (<1 hour) = maximum of $30 • Long interview/focus group (over 2 hours) = maximum of $50

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6   See https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Transport-and-travel-expenses/

7   See https://www.ato.gov.au/law/view/document?DocID=TXD/TD20216/NAT/ATO/00001

Budget item	Conditions
Honorariums for services	• Honorariums are generally not funded by ANROWS. However, exceptions may be considered for expert advisors or practitioners from non-government organisations providing that their participation is not part of their normal work duties and their involvement is limited to strategic points of the project • Where honorariums for services are included in budgets, the researcher must make reference to the research-related activities and outputs of the participating service (e.g. participation on advisory groups, organising focus groups for the research, reviewing and commenting on literature reviews and other research documentation)
Transcription	• A standard maximum of $2 per minute. An additional fee of $0.20 per minute for "strong accents" is common and should be calculated for populations who speak English as an additional language
Social media and apps	• Social media are standard aspects of modern communication and research practice. These systems are likely to already be set up, and as such will not be funded by ANROWS • ANROWS will not fund the development of phone applications (apps)
Conferences and journal articles	• As the research will be published by ANROWS, conference attendance and open-access journal publications will not be funded
Websites and webpages	• In most instances, a web presence will be an extension of an existing organisational website, with minimal or no associated costs • A separate website (with associated design and URL costs) will only be funded if this is demonstrated to be an integral part of the methodology and should not cost more than $5,000 (including ongoing costs)
Printing, formatting and commercial editing	• ANROWS will be responsible for editing and publishing contracted publications and therefore will not fund the printing, formatting or professional editing of any documents outlined in the contract schedule. The content of research reports should, however, be fit for publication
Knowledge translation and dissemination (KTD)	• Project budgets should **not** include costs associated with KTD activities • ANROWS will work collaboratively with researchers to design KTD activities that engage with the broader community or with key stakeholders, such as policymakers. KTD strategies may include hosting a training event or workshop, holding webinars, or publishing practice guidelines

Submission of application

The application form is available on the ANROWS website. Applicants are required to submit the application form in a Word or PDF document via the application form submission page.

Applicants should complete all fields in the application and comply with the stated word limits, when applicable. All information included on the application must be accurate and must not be misleading or false. This includes information about prior research, publications, capacity and proposed timelines.

The application should stand alone in providing sufficient information to peer assessors as there may be no opportunities to provide additional information.

ANROWS will only accept proposals aligned with at least one of the identified research gaps to be addressed in this Research Program. A single application may address more than one research gap.

Grants round assessment process

Applications are assessed by peer assessors drawn from an expert pool of researchers, policy and practice design decision-makers, and academics. Final decisions about project funding rests with the ANROWS Board, following advice from the ANROWS Director, Research Program and CEO informed by the peer assessment process.

Peer assessors must adhere to principles and guidelines covering conflicts of interest and confidentiality, which have been developed in accordance with national and international standards. These are available at https://www.anrows.org.au/research-program/peer-assessment-and-review/becoming-peer-assessor/.

The process for assessing and recommending projects for the 2021–2024 Sexual Harassment Research Program is outlined below.

1. **Initial assessment of applications**: ANROWS will assess all applications and establish whether they meet the essential project requirements listed above. Based on this pre-selection, ANROWS will determine the composition requirements of the peer assessment panels, and ensure an equitable spread of workload across panels.

2. **Determination of conflicts of interest**: Peer assessors will initially receive a list of applications to be assessed by their panel (rather than full applications) and be asked to identify and declare any conflicts of interest. Where no conflicts of interest are identified, ANROWS will send full project applications to peer assessors. Where there is a conflict of interest, the ANROWS Director, Research Program will review the application or invite another peer assessor to do so.

3. **Scoring of applications**: Peer assessors will score each application against the selection criteria and prepare feedback on the peer assessment form provided. Panellists are not required to submit the peer assessment form to ANROWS before the peer assessment meeting, but are expected to come prepared to discuss their scoring.

4. **Peer assessment meeting**: ANROWS will convene and chair a peer assessment meeting with panellists by video conference to discuss their scores against the selection criteria. During these meetings, the panels will agree on: 1) a ranked list of highly recommended projects for funding; 2) a ranked list of recommended projects; and 3) projects not recommended for funding.

5. **Submission of peer assessment forms**: Following the meeting, peer assessors will submit their assessment forms to ANROWS. Notes will be taken by ANROWS staff, including any relevant details in the event ANROWS draws a different conclusion.

6. **Determination of projects to be funded**: Projects to be funded will be determined by the ANROWS Board following recommendations by the ANROWS Director, Research Program and CEO, based on the peer assessment panels' recommendations and available budget. Highly recommended or recommended projects that are not funded may be waitlisted.

7. **Notification of successful applicants**: ANROWS will notify successful applicants of the decision in relation to their application. This will be under embargo until research agreements have been signed with all successful applicants and the

2021–2024 Sexual Harassment Research Program can be announced. A breach of the embargo may result in the withdrawal of a grant offer.

8. **Preparation and signing of research agreements**: ANROWS will prepare funding agreements to be signed by both parties for each successful project. These agreements will include a schedule containing reporting milestones and deliverables.

9. **Notification of unsuccessful and waitlisted applicants**: ANROWS will advise all unsuccessful and waitlisted applicants of the outcome of the assessment process, prior to the announcement of the funded Research Program.

10. **Publication of successful grant applications on the ANROWS website:** Information about successful projects will be published on the ANROWS website, including the project title, research team and a brief project summary. Peer assessment panel membership will also be published at this stage.

Incomplete or misleading information

Any projects which are found to contain false, misleading or inaccurate claims or information will be withdrawn from consideration for funding. If ANROWS discovers an application has been assessed on the basis of false, misleading or inaccurate claims, ANROWS reserves the right to terminate funding in accordance with the funding agreement governing the project.

Further information

For further information about the application process, please contact ANROWS at
research@anrows.org.au

APPENDIX A:

Project timeline

An example of a project timeline is provided below. Deliverables spread throughout the life of the project would be strongly preferred. Please provide sufficient detail on the nature of the deliverables and anticipated focus of each report (i.e. the research question and methods).

Date	Activity
January 2022	Recruit research assistant, establish reference group, develop research protocol and submit ethics application
February–May 2022	Obtain ethics approval, engage key stakeholders/policy owners and begin data collection
June 2022	Progress report 1 due
August 2022	Complete data collection for research report 1
August–December 2022	Conduct data analysis and write up research report 1
January 2023	**Submit research report 1** for ANROWS peer review and complete peer review processes. Note: when determining the project timeline, applicants should allow approximately 6–8 weeks between draft and final report submission to allow for the peer review process and the incorporation of peer review recommendations to be completed. Peer review timeframes may vary depending on the length of the report(s)
March 2023	Respond to peer review and **submit final research report 1**. Respond to any final queries from ANROWS regarding final research report 1
March 2023	Progress report 2 due
March–August 2023	Data collection, data analysis and write up research report 2
September 2023	**Submit research report 2** for peer review and complete peer review processes
November 2023	Respond to peer review and **submit final research report 2**. Respond to any final queries from ANROWS regarding final research report 2
March 2024	Submit final progress report and financial acquittal

Budget justification

An example of a budget and justification is provided below (pseudonyms used).

Budget item	Funding requested (ex. GST)	Justification/description
PCI Amineh Mohammed salary	$33,384.26	PCI Mohammed @0.2 FTE, Level C Grade 3, plus 30 per cent on-costs. Formula: (0.2 x $128,401) x 1.30. All salaries are based on the lead organisation's enterprise agreement rates. PCI Mohammed will coordinate the research project. This includes managing the budget; leading the research team; appointing and managing the advisory group; managing and chairing all advisory group meetings; assisting with focus groups as required; finalising research design; collecting and coordinating data from team members; being the key project contact with ANROWS; writing progress reports; coding, analysis, and draft and final report writing with CIs; managing the quality of products for delivery to the standard required by ANROWS; and liaising with the research office in relation to contract issues and invoicing
CI Kuziwa Mamvura salary	$31,458	CI Mamvura @0.2 FTE, Level C Grade 1, plus 30 per cent on-costs. Formula: (0.2 x $120,993) x 1.3. CI Mamvura will manage the ethics process, including drafting the ethics application and responding to the HREC. She will undertake field work in Adelaide in conjunction with CI Li and under the direction of PCI Mohammed. This will include organising focus groups through identified agencies; leading focus groups; assisting with data collection, data analysis and coding; and leading the KTD activity with PCI Mohammed
CI Xiong Li salary	$31,458	CI Li @0.2 FTE, Level C Grade 1, plus 30 per cent on-costs. Formula: (0.2 x $120,993) x 1.3. CI Li will undertake field work in Adelaide in conjunction with CI Mamvura and under the direction of PCI Mohammed. She will also lead focus groups, as well as assisting with data collection, data analysis and coding, and leading the KTD activity with PCI Mohammed. She will train and support the research assistants under the direction of PCI Mohammed

Budget item	Funding requested (ex. GST)	Justification/description
Research assistant salaries	$9,775	2 x RA @ 15 days each @ RA Grade 2 plus 30 per cent on-costs. Formula: ($65,192 divided by 260.893) x 1.3 = $325.84 per day. ($325.84 x 15) x 2 RAs. RAs will be existing criminology PhD students recruited from the University of Summerville. RAs will undertake 20 x 1-hour interviews. The 15 days allocated include 7 days for interview completion and travel time, a training day with PCI Mohammed, and 7 days of data clean-up, data entry and coding support for CI Mamvura
2 return flights Sydney–Adelaide for 2 x CIs	$1,900	Quote from Qantas website 2 Feb 2019. Focus groups of two hours each will be held in two tranches in Adelaide over four days in June and September. CIs Mamvura and Li will fly from Sydney to Adelaide to undertake this activity. Quotes from Qantas websites indicate return flights Sydney to Adelaide (depart Thur, return Sun) at $950 pp for two return journeys. If not required due to COVID-19 travel restrictions, costs will be returned to ANROWS or used for subscription to online focus group technology and support for participants
Accommodation in Adelaide 8 nights for 2 x CIs	$3,104	Quote from Wotif website 2 Feb 2019. Hotel Grand Chancellor @ $194 per night (based on max. accommodation nightly rate from ATO determination of $295.65). If not required due to COVID-19 travel restrictions, costs will be returned to ANROWS or used for X additional online focus group honorariums
Travel costs for RAs	$150	Public transport for five days each in greater Sydney area (from Transport Info website). RAs will undertake 20 interviews each over five days in the greater Sydney area. RAs will use the Sydney public transport system to travel to interviewees
Transcription costs	$4,800	40 hours @ $2/minute (standard ANROWS rate). Transcription of 16 hours of focus groups (8 focus groups at 2 hours each) and 40 hours of interviews (2 x 20 interviews of 1 hour each): total hours for transcription = 56 hours @ $2/minute (no strong accents anticipated). Transcription will be required to allow coding of key themes in accordance with project methodology
Honorariums for agencies participating in focus groups	$3,000	6 x $500 per agency (in accordance with ANROWS funding rules). Honorariums for six organisations providing focus group venues and organising participants from staff and client groups
SUBTOTAL	**$121,491**	

Please note that there is the potential for minor revisions of this document.
Please check the online version at www.anrows.org.au for any amendment.

ANROWS