



THE ARMY HISTORY RESEARCH GRANTS SCHEME

GUIDANCE FOR APPLICANTS

What is the Army History Research Grants Scheme?

The Australian Army History Research Grants Scheme (referred to as the Scheme) was established in 1993 to support and encourage original research into the history of the Australian Army. Since its inception, the Scheme has supported over 300 researchers and has a strong record of accomplishment in delivering unique research that promotes and contributes to a deeper understanding of Army's history. The Australian Army History Unit (AAHU) encourages applications from a broad field of researchers, either individually or as a team.

Grants are available up to a maximum amount of \$15,000 for one year. For significant research projects, multi-year grants are available for up to \$15,000 per year over three consecutive years (to a maximum of \$45,000). As this Scheme involves the gifting of public monies, it undergoes a rigorous assessment by a panel of experts. The Minister also reserves the right to approve grants for funding outside of AAHU recommendations with the final list of grants to be awarded at the Minister's discretion. The announcement of successful and unsuccessful applications can take 6-9 months from the closing date. Every applicant will receive a response after the grants have been announced, and feedback can be provided to assist with future applications.

Aims and intents of the Scheme

The Scheme aims to encourage and support researchers to undertake substantially new research in the Australian Army's history, providing new insights, understanding and information on an aspect of Army's history. All research is to be underpinned by rigorous scholarship and evidence, and be available to both the Army and the public.

The Scheme is intended to contribute to the Australian Army through the delivery of quality, well-researched and analytical work that:

- Enhances the understanding of Australian military history;
- Examines the Australian Army's development, performance, heritage, and contribution to the Nation in war and peace;
- Provides insights that are applicable to the Army's development; and
- Contributes to the professional military education of Army's members.

Project outcomes

Applicants should consider accessibility of their research to the Army and the public when identifying their project outcomes, and note that a copy must be provided to the AAHU at the completion of the project. This includes, but is not limited to the production of an article, book, website, database, or occasional paper. Where the research will be contributing to the completion of a thesis (PhD, Masters or Honours), a published research outcome is also required.

Where the proposed outcome of a research project is a book, or thesis intended for publication as a book, the AAHU reserves the right of first refusal on the manuscript. The AAHU Publishing Program is a long standing and prestigious program that operates across three Series (the *Army History Series*, *Australian Army Historical Collection* and *Australian Army Campaigns Series*), catering to a diverse audience. More information on the AAHU Publishing Program can be found by visiting the AAHU Publishing Program website or contacting AAHU.Publishing@defence.gov.au.

Where the proposed outcome of the research is an article, applicants should consider value for money, access to their research and depth of research possible through an article. Applicants are encouraged to publish in academic journals and should consider the [Australian Army Journal](#) and the [Australian Defence Force Journal](#), either as the sole publication outlet or in addition to any other publications proposed by the applicant.

Applicants are required to acknowledge the funding support provided through the Army History Research Grants Scheme in any publication resulting from this research.

Eligibility

The Scheme is open to domestic and international applicants, applying for grants either as individuals and research teams. Where an application has previously received funding through this Scheme for a separate research project or activity, the applicant is required to have submitted a progress report and financial acquittal for the previous grant before applying for a second grant. Volunteers of the Australian Army History Unit are eligible to apply, however employees are not eligible.

Activities and areas of research supported by the Scheme

Research supported by the Scheme must have the history of the Australian Army as its primary focus. Please note that research focusing on pre-Federation military forces will be considered only if they can demonstrate direct relevance to the post-Federation Australian Army. Projects should be analytical rather than narrative based, and offer new or unique insights into the history of the Australian Army whilst demonstrating relevance and utility to the Army's development. Areas of research supported by the Scheme include the following topics.

Operational research and battle studies. This includes Australian military strategy, campaign studies and tactics, logistics, operational intelligence and deception, strategic and operational planning, joint and combined operations, combat/battle experience, aid to the civil power, peacekeeping operations, and issues affecting battle performance.

Leadership and command. This may include analysis of the background and performance of Australian divisional, brigade and battalion commanders within a campaign or war, operational and tactical command performance during a campaign, and operational command relationships - both within the Australian Army and in comparison to foreign armies.

Corps, Division, Brigade and Unit histories. This includes Australian corps, divisional, brigade, regimental and battalion histories. Histories of smaller units will be considered if they demonstrate operational and/or tactical techniques that may be useful to the current doctrine and operational employment, or offer new insights into Australia's military history.

Research on Australian Army doctrine or the Australian Army as an organisation. This includes the development and application of tactical and operational doctrine, analyses of doctrinal development, learning processes, and changes in tactical and operational doctrine during a

campaign or war. It also includes the development of the Army's organisation and structure and changes throughout its history, mobilisation, and the development of unit organisations resulting from operational experience.

Specific problems that the Australian Army has faced on one or more occasions. This includes topics identified by the applicant as being perennial or common to the Australian Army and other Armies to provide valuable insight and lessons.

Diversity within the Australian Army. This includes any aspect of diversity within the Army across all ranks, corps, genders, experiences, locations, cultures and ethnicities, and the LGBTQI+ community throughout its history.

Biographies of significant individuals that have contributed to the development of the Australian Army as an organisation, or through doctrine or operations. Military biographies are limited to persons who have made a significant contribution to the development of the Australian Army or to Australian military history.

Social and cultural histories of or directly related to the Australian Army. The focus is on social and cultural issues applicable to the Australian Army, rather than Australian society itself. Areas of research include recruitment, diversity within the army, civil-military relations, morale and discipline, sexuality, disease, prisoners of war, and relationships with allied forces and other societies.

History of Australian Army heritage. Military heritage is concerned with the traditions and customs of the Australian Army, its uniforms, headdress, badges, colours, buildings and fortifications. Military technology is concerned with equipment, weapons, and vehicles.

Areas of research and research outcomes not supported by the Scheme

Areas of research not supported by the Scheme include:

- Family histories of military service;
- Biographies of individuals who have not had a significant contribution to the history or development of the Australian Army;
- Histories of individuals or small groups, that do not have a relevance to the broader history of the Australian Army;
- Commemorative projects or histories of commemoration;
- Artistic works, documentaries, exhibitions or events;
- Archeological digs or searches for unrecovered remains, unmarked graves, or lost burial sites;
- Projects that have application only to a small, local or regional audience; and
- Projects in which the history of the Australian Army is peripheral to the main subject, or the focus is on another entity.

If your project falls in one of the areas not supported by this Scheme, below are alternative funding and grants programs that may be of interest and assistance.

- Australian Army Research Centre, *Army Research Scheme*;
- Unrecovered War Casualties – Army;
- Department of Veterans' Affairs *Saluting Their Service Commemorative Grants* and *Major Commemorative Grants*;
- Department of Veterans' Affairs *Grants-in-Aid*;
- Department of Veterans' Affairs *Veteran and Community Grants*;

- Department of Social Services *Volunteer Grants*;
- Australian Federal Government *Supporting Younger Veterans*;
- Australian Federal Government *Building Excellence in Support and Training*;
- Community Grants (can be used to search available grants both open and closed); and
- Grants Connect (to search available grants and also view previously awarded grants).

Use of Grant Money

All expenditure of monies under the Scheme should be a direct cost to the project, incurred by you for approved research activities. Project expenditure must be incurred between the project start date and end date for it to be eligible. As a financial acquittal is required at the end of the grant agreement, applicants should keep record and evidence of expenses occurred throughout the project. The following lists approved expenditure categories.

- Travel and accommodation for research activities
 - This includes return air fares, accommodation, transfer between home, airport and accommodation, train travel, hire car, use of own car, and a per diem while undertaking research activities;
 - All travel and accommodation for research activities should be realistic in time frame and justified in the application; and
 - A per diem amount as determined by the ATO Tax Determination, available [here](#) for the researcher(s) while undertaking research activities.
- Research expenses
 - Services such as digitisation, transcription and translation;
 - Employment of a research assistant to conduct research on behalf of the researcher or research team, where they are unable to access the archives due to time or travel restrictions, or if the employment of an onsite researcher is cheaper than the team travelling to that archive.. The use of research assistance must be justified by the application; and
- Other expenses
 - The applicant should list any other specific expenses necessary to undertake the proposed research.

This scheme is not designed to cover the total research costs of any project. Costs that are specifically excluded from this Scheme include:

- The production or publication costs associated with the project;
- Research costs not directly related to the project;
- Fee profit, organisational overheads, audits, administrative or financial costs;
- Access to general facilities, or offset costs for the provision of facilities
- Teaching relief, income supplementation or relief for the researchers, or HELP liabilities;
- Salaries for researchers or assistants – research assistance can only be provided on a fee-for-service basis;
- Membership fees, insurance costs or professional development courses;
- Costs related to photocopying (instead of digitisation), telephones, mail, or internet;
- Purchase of equipment including computers, printers software, storage devices and cameras;

- Purchase of standard reference materials; and
- Any other costs not directly related to the project.

How to apply

Applicants should carefully review this Guidance for Applicants document before submitting an application to the Scheme. The application form requires applicants to address the following:

Application checklist, media permission and acknowledgement. Applicants should use the checklist to ensure all parts of the application form are completed. Applicants are also asked to confirm whether permission is granted to the AAHU to list the applicants name and research in media releases and share this information with Defence Media for public use. Please note that selecting 'No' will not preclude you from being awarded a grant. If you select 'No', your name and project details will not be included in any Departmental or Ministerial media releases. Finally, applicants must acknowledge they have read and understood this Guidance for Applicants document. More information on the assessment process is listed on page 9 and 10.

Applicants details (individual or a research team). Details of all researchers should be listed on the form, including their role in the project, full name, email address (both personal and professional to ensure we can contact you) and postal address. CV's for all researchers should be attached to the application, including relevant research and publication history.

Project title. Include the proposed title of the research.

Proposed research outcomes. Proposed research outcomes should make your research accessible to the Australian Army and the public, and be of a high academic standard. Examples of possible research outcomes include: a book, occasional or working paper, web-based database or scholarly articles. These outcomes may be based on research conducted in the process of writing an honours, masters or doctoral thesis, but the production of a thesis alone does not meet the criteria. (200 words)

Project Outline. Outline the main aim and thesis of your research project, identifying the area of research your project will be addressing, as listed in the Guidance to Applicants or as identified by the applicant. (300 words)

Research plan. Outline the proposed approach to undertaking this research, including the purpose and focus of the approach, and how your research identifies and addresses a gap in the field. Please address separately in your research plan the following things:

- A brief literature review demonstrating your understanding of existing literature, how your research will contribute to the field of study and how your research is new or unique. (400 words);
- Outline your proposed research activities that demonstrate a familiarity with the archives and collections you will be working with and details on the collection and analysis of data used. Demonstrate how the funding provided will enable access to these archives. (400 words); and
- Outline the planned outcomes from your research activities listed above and discuss your research framework and methodology. (400 words)

Research timetable and completion date. The Scheme is available as either a 12 month grant agreement, or a multi-year grant agreement for up to 3 years. Applicants should be aware that

grants can take 6-9 months for approval and awarding and this should be considered when drafting the proposed research timetable. Information on both grant formats are outlined below.

12 month grant agreements:

- Are available up to a maximum amount of \$15, 000;
- All research activities and grant money are to be expended within the 12 month agreement; and
- Research timetables for 12 month grant agreements should be provided in months from receipt of the grant.

Multi-year grant agreements:

- Are available up to a maximum amount of \$45, 000 across three financial years;
- Funding will be paid in three instalments, with research milestones set against each instalment;
- Value for money will be an important consideration for the Panel when considering multi-year grant applications; and
- These grants will be limited and applicants should consider carefully whether a multi-year grant is appropriate; and
- Research timetables for multi-year grants should list the research activities and outcomes against the relevant year in which grant monies will be expended.

The research timetable should be provided in months from receipt of the grant, and include:

- A detailed outline of the research steps or phases to be conducted;
- A plan of when specific research activities will be conducted and the planned outcome for each step or phase; and
- A proposed timeline for completion of the project.

An example of a research timetable for a 12 month grant is included below.

Month 1: Plan research trips once grant money is received, submit ethics application (low risk project, application for an ethics waiver)

Month 2: Order digitisation of records from the AWM (allow 3 months for digitisation)

Month 3: Receive confirmation from ethics panel (waiver, as ethics approval not required for this research)

Month 4: Travel to NSW to visit State Library of NSW, and AAHU museums (Victoria Barracks and Engineers at Holsworthy)

Month 5: Collate research material gathered, including digitised records

Month 6: Travel to Canberra to view records at NAA, NLA and AWM (for those that could not be digitised)

Month 7: Collate research material gathered

Month 8: Collate research material gathered

Month 9: Draft detailed chapter structure and begin work on manuscript

Month 10: Writing

Month 11: Writing

Month 12: Continue work on manuscript, submit final research report and financial acquittal to AAHU and submit manuscript proposal to the AAHU publishing steering committee.

As the Scheme requires ministerial approval, the date at which grant monies will be delivered cannot be confirmed in advance and there will be administrative processes to complete before grant money can be paid. If you require ethics approval through the Defence People Group Low Risk Ethics Panel, please allow 3 months for this process.

Budget. The budget section requires applicants to complete a number of questions related to the expenditure of money, justification of research activities and agreed research milestones for multi-year projects.

Applicants are asked to indicate whether a grant has previously been received as a Final Research Report and Financial Acquittal will need to be submitted before another grant can be awarded.

The budget should be itemised and justified in accordance with the Use of Grant Money as outlined in this document and in terms of what represents best value for money for the Australian Army. For multi-year grant applications, please identify in what year the funds will be expended.

An example of how to complete the budget, and the level of detail expected, is included below:

Year	Expenditure item and description <i>[insert description and justification for this expenditure item]</i>	Justification and vidence <i>(provide evidence to support your proposed cost)</i>	Total Cost (GST [incl/excl]) <i>[insert total amount cost of the budget item]</i>
Year 1	<u>Travel</u> to AWM to access materials listed in the research plan	Return flight from Adelaide to Canberra on webjet.com (31/2/21)	\$480
Year 1	<u>Per diem</u> while in Canberra	ATO Determination - \$133 per day for 5 days	\$665
Year 1	<u>Research assistant</u> to access material at National Archives Kew, UK as unable to travel due to COVID19 concerns	Research assistant for 4 days (20 hours) at \$45 per hour	\$900
Year 1	<u>Digitisation</u> of NAA Series (NISERT number)	Cost \$29.10 per file x 15 file series	\$436.50
			TOTAL (Year 1): \$2, 481.50
Year 2	<u>Hire car</u> for travel between Sydney and Canberra	Hire car quote from rentalcars.com	\$600
Year 2	<u>Accommodation</u> in Canberra while visiting AWM and NAA	4 nights stay at \$117 per night (Crowne Plaza, quote from Booking.com and was cheapest hotel in a central locations)	\$469
Year 2	<u>Per diem</u> for stay in Canberra	\$133 per day as per the ATO Tax Determination for 5 days	\$665
			TOTAL (Year2): \$1, 734
			TOTAL): \$4, 215.50

Research milestones. If you are applying for a multi-year grant, payment will be made in three instalments up to a maximum of \$15, 000 in any one year. The first payment will be made upon receipt of the grant agreement, with the following two payments to be made in the following two years. Applicants are required to provide an interim research report and evidence of research activities in order for subsequent grant payments to be made.

An example of how to complete the research milestones table, and the level of detail expected, is included below:

Research activities (<i>the research activities you will carry out in each year of the grant</i>)	Research milestone (<i>identify your research milestone for which an interim report and evidence demonstrating its completion can be provided</i>)	Cost
<i>Travel to the UK to go to the National Army Museum, IWM and National Archives, Kew (incl. accommodation, per diem, travel)</i>	<i>Year 1 – complete all overseas research Milestone – Submit research summary of collected material</i>	<i>\$12, 000</i>
<i>Travel to Canberra to view records that could not be digitised at the AWM and RMC Duntroon Museum.</i>	<i>Year 2 – complete Canberra based research Milestone – Submit research summary of collected material</i>	<i>\$10, 000</i>
<i>Digitise records from NAA, NLA and AWM (reference numbers in research plan) Complete draft chapter structure and commence writing the manuscript</i>	<i>Year 3 – Complete final digitisation requests for files and produce manuscript Milestone – Submit manuscript proposal to AAHU Publishing Steering Committee</i>	<i>\$5, 000</i>
		Total: \$27, 000

Value to the Australian Army. Applications should clearly demonstrate the research projects' relevance and utility to the Australian Army, as specified in the *Aims and Intent of the Scheme*. Ideally outline the specifics of how your particular project has an educative relevance to the current Army on operations or as an organisation. It is also useful when the candidate can make direct links to current problems, opportunities or issues that can or may impact the Australian Army that is reflected in historical examples found in their historical research.

Ethics. All research that involves people or the use of personal information and records requires ethics clearance or a privacy impact statement. Applicants should identify whether ethics approval is required for this project, and state whether this process will be undertaken through a research institution they are affiliated with, or whether they will need to go through the Defence Ethics process as an alternative.

The Department of Defence, as a research institution, requires all research to meet the standards of ethical research as set out in the National Statement on Ethical Conduct in Human Research. The purpose of the Department of Defence and Veterans' Affairs Human Research Ethics Committee (DDVA HREC) and the subsidiary body Defence People Group Low Risk Ethics Panel is to provide expert review of research proposals submitted for ethical approval. The Ethics panel's aim to:

- Provide independent, competent and timely review of human research proposals in respect of their ethical acceptability;
- Protect the mental and physical welfare, rights, dignity and safety of research participants;

- Facilitate ethical research through efficient and effective review processes;
- Promote an awareness and understanding of human research ethics within the Department of Defence (Defence), the Department of Veterans' Affairs (DVA) and the broader community;
- Review human research in accordance with the National Statement, other national guidelines and legislative instruments; and
- Provide oversight, monitoring and advice on ethical aspects of human research.

The following research activities are considered to be low risk research:

- Surveys where the research topic and questions will not induce (or have the potential to) distress or cause reputational or professional harms;
- Secondary use of identifiable data or bio specimens where consent at the time of collection was obtained to access, share and use the data for secondary research purposes;
- Secondary use of identifiable data where a waiver is requested to access data that does not include personal, medical or health information;
- Interviews or Focus Groups where the research topic and guiding questions will not (or have the potential to) induce distress or cause reputational or professional harms;
- Research involving participants undergoing a non-clinical intervention/assessment task (e.g. activity) where the research tasks may induce discomfort but will not (or will not have the potential to) induce distress, cause reputational or professional harms, and/or involve an element of active concealment or planned deception.

Where research involves the collection and use of records and archives, applicants will need to outline how potentially sensitive information will be de-identified through a privacy impact statement. If successful, applicants will complete an Ethics checklist to confirm whether Ethics clearance is required.

Referee. All applicants should identify a referee who is familiar with the applicant's research ability and capacity to complete the proposed project. They should also be familiar with relevant fields of Australian Army history being researched. Applicant referees must submit their referee report (either as a letter or using the provided template), addressing the following:

- The value and significance of the proposed research, and the academic credibility of your work;
- Your ability to complete the project to time and budget; and
- The suitability of the proposed methodology and research activities; and
- Value and significance of the project to the Australian Army.

Application form and submission

The application form and referee report can be downloaded from the AAHU website. All applications should be completed electronically and returned by the close date to AAHU.Grants@defence.gov.au

In accordance with the *Privacy Act 1989*, personal details will remain confidential and will only be accessed by the Panel. However, with the aim of promoting research into the history of the Australian Army, the Panel may, at its discretion, advise others of the research interests of applicants with the intention of fostering research opportunities and networks. Furthermore, the names and research titles of successful grantees will be listed on the AAHU website and included in a media release to promote the Scheme.

Assessment process

The AAHU administers the Scheme through a three phased assessment process to ensure a fair process and transparency for applicants and assessors.

First, AAHU historians review the applications to ensure all eligibility criteria are met. Eligibility criteria that will be assessed at this stage will include assessing whether all sections of the application are complete, whether the proposed project falls within the remit of the AAHU, and whether the proposed research activities to be funded through this grant are appropriate. Applicants will be given the opportunity to review and amend their application if they fail to meet all criteria and resubmit within a limited timeframe and no later than 5 days after the closing date.

Second, an Independent Assessment Panel (the Panel) is convened to assess all eligible applications. The Panel comprises of a diverse range of subject matter experts in the history or operations of the Australian Army or related subjects, including academics, public historians, and current serving Army personnel. Each application will be assessed individually by two or more Panel members who provide feedback and a recommendation on whether the application should be funded. The Panel then meets to discuss the applications and determine the final list of research project to be recommended for funding.

Third, the Panel then meets to discuss the applications and determine the final list of research project to be recommended for funding.

Applicants should be aware that projects will be ranked in order of funding priority in order to select the projects recommended for funding. More high quality applications are usually received than can be funded. As such, not all worthwhile projects will receive funding. This does not necessarily reflect on the interest in or importance of your project, but on its specific utility to the aims and intents of the scheme, and the relevance and quality of other grant applications received. Feedback will be provided against your application whether it is successful or not.

The criteria against which applications are assessed can be found on the AAHU website.

All applicants will be informed throughout the assessment process as to the status of their application, however AAHU cannot inform applicants of the outcome of their grant until Ministerial approval is granted.

Further questions

For any questions about the Army History Research Grants Scheme, or to submit an application to this Scheme, please email AAHU.Grants@defence.gov.au