



NAFEA COVID-19 Project Grant

The NAFEA COVID-19 Project Grant provides funding for NAFEA members to undertake projects in the area of work-integrated learning. Applications are invited on topics related to one of the following themes identified:

- Development of resources that support the COVID-19 recovery process. Resources may target students, industry partners/organisations and/or supervisors on placement;
- COVID-19 related WIL risk management, with a particular focus on issues related to diversity, equity and inclusion;
- Self-care and well-being of students, staff and industry/community partners related to COVID-19, including supporting students with mental health conditions

Funds Objectives

The funding is intended to:

- Increase knowledge and share good practices of WIL administration;
- Develop and share resources related to WIL administration;
- Build capacity and support NAFEA members to be involved in project activities;
- Disseminate outcomes of the project to NAFEA members and the broader WIL community to improve practices.

Funding Requirements

Projects should be completed within a 6- to 12-month period from the date that the funds are granted. Funding will be provided at the commencement of the project and any unspent funds must be returned to NAFEA at the completion of the project.

On completion of the project, successful applicants are required to submit a brief report and are required to present the project at a NAFEA event (e.g. Annual conference or online webinar) and/or other NAFEA promotional activities (e.g. NAFEA newsletter). Successful applicants are also required to submit a statutory declaration or budget report from University or organisation outlining the funds that were spent.

The successful recipient will provide NAFEA with:

- a) A brief (1 page) project update due mid-way through the project;
- b) A final written report on the achievements of the project against agreed objectives and/performance indicators within one month of completion of the funded project;
- c) Copies of any materials or resources. A Creative Commons License, such as [Attribution-NonCommercialShareAlike 4.0 International](https://creativecommons.org/licenses/by-nc-sa/4.0/), should be applied to these resources for distribution to NAFEA members and on the NAFEA website;
- d) A Statement of the final costs within one month of the end of the project



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Eligibility

Applicants must be:

- Involved in work-integrated learning as part of their role;
- Supported by their institution to undertake the project;
- A current financial NAFEA member;
- Project teams should be diverse, and preference will be given to applicants where there is a balance of gender and inclusion of both academic and professional team members;
- Members of the NAFEA Executive Committee Member or a person on the selection sub-committee may apply but must excuse themselves from the assessment and decision-making process.

Application Requirements

As part of the submission, the application should include:

1. Title of project;
2. Brief description of project (max 100 words);
3. Project Lead/s contact details and relevant bio (100 words max);
4. Details of others involved in the project;
5. Aims of the project and how the project will impact NAFEA members and our key stakeholders (e.g. students, industry partners, supervisors);
6. Expected outcomes of the project
7. Research methodology (if applicable)
8. Overview of project timelines
9. Budget

Typical expenses may include:

- personnel (such as clerical support, student assistance etc.);
- postage, printing, photocopying;
- travel for conference presentation;
- telephone and fax costs, and office supplies;
- items must be directly related to the project.

Expenses cannot be used to pay for or subsidise the successful applicant's salary, institutional expenses, institutional overheads, permanent equipment and capital purchases.

Approval is required from the first named project lead's supervisor. A letter of support must accompany the application. This letter should indicate the level of support for the project.

The Project Lead is responsible for:

National Association of Field Experience Administrators Inc

e admin@nafea.org.au | w www.nafea.org.au | facebook.com/nafea.au

Updated: 04/05/2019



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- Arranging ethics approval (if applicable);
- Ensuring that the project is completed on time;
- Submitting a project report on the approved template at the completion of the project;
- Presenting outcomes at a NAFEA event (e.g. annual conference, webinar);
- Disseminating and sharing outcomes for the NAFEA community to use and where appropriate a Creative Commons License such as [Attribution-NonCommercial-ShareAlike 4.0 International](https://creativecommons.org/licenses/by-nc-sa/4.0/) is applied to these resources;
- Acknowledging NAFEA in any publications or presentations;
- Providing copies of publications (when available) or resources to NAFEA for dissemination.

Selection Process

The project proposals will be assessed using the following criteria:

- Significance to the priority areas as determined by the Selection Committee*;
- Prospective impact of project outcomes;
- The ability to apply outcomes to a wide range of disciplines or in different contexts;
- Diversity of the research team.

* Subject to approval by the NAFEA Executive Management Committee.

Successful applicants are awarded based upon of the information provided in their application. If any of the information changes (such as position or employed institution) then the continuation of the project and funding will be subject to the approval of both the Strategic Programs Sub-committee and the Executive Management Committee. The final decision will reside with the Executive Management Committee.

Applications must be sent to admin@nafea.org.au

Disclaimer

All decisions are final and no correspondence will be entered into. NAFEA does not accept appeals to its decisions.