



# NAFEA

National Association of Field  
Experience Administrators inc

## Project Grant Program

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

- Improvement of WIL administrative processes;
- Use of technology to enhance WIL administrative processes;
- Evaluation of the benefits of industry partners/organisations hosting students;
- Development of resources that support students, industry partners/organisations and supervisors on placement;
- Equity and access to WIL;
- Rural and remote WIL.

### Program Objectives

The funding is intended to:

- Increase knowledge and share good practices of WIL administration;
- Promote and share resources related to WIL administration;
- Promote and support NAFEA members to be involved in research and project activities to improve practices;
- Disseminate outcomes of the project to NAFEA members.

### Funding Requirements

The project grants are valued to a maximum of \$5000. Projects should be completed within a 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 project report and are required to present the project at a NAFEA event (e.g. Annual conference or online webinar). Successful applicants are also required to submit a statutory declaration or budget report from University or organisation outlining the funds that were spent.

### Eligibility

Applicants must be:

- Involved in WIL / Field Experience as part of their role;
- Professional or academic staff of institution who have unlimited institutional membership;
- Members of the NAFEA Executive Committee Member (e.g. President, Vice President, Secretary, Treasurer, Web Administrator) or a person on the selection sub-committee may apply but must excuse themselves from the assessment and decision-making process.



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## 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:

- 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](#) is applied to these resources;
- Acknowledging NAFEA in any publications or presentations;
- Providing copies of publications (when available) or resources to NAFEA for dissemination.



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## 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.

\* 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](mailto:admin@nafea.org.au)

## Disclaimer

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