

## THE-ICE Research Grant Scheme (RGS) Review Committee Frame of Reference

### 1. THE-ICE RGS Review Committee

The RGS Review Committee shall be constituted as follows:

- The RGS Review Committee is to include the Chair and two (2) or three (3) other suitably qualified academics as invited by THE-ICE (committee members must be either a Director of THE-ICE, from a member institution or an active Auditor of THE-ICE).
- The RGS Review Committee will be formed based on invitation by THE-ICE CEO.
- Decisions of composition/appointees will be made by THE-ICE CEO in consultation with the Chair of the RGS Review Committee.
- The Chair of the Review Committee will have final decision-making authority for the Committee.

### 2. Call for Research Proposals

The call for Research Proposals will be extended as soon as possible after the theme for the forthcoming IPoE Forum has been confirmed. Research Proposals announcements will include the themes of the relevant IPoE Forum as a guide for submissions, along with clauses 3 - 5 herein, and will be made available as a downloadable PDF on THE-ICE IPoE webpage.

### 3. Research Proposals

Each IPoE Forum will include a select number of full research papers, which must relate to the theme of the relevant IPoE Forum.

#### Full research papers

Full research papers are those where research work or conceptual or theoretical development is complete. Authors should submit a paper of no more than 5,000 words (including references).

### 4. Submission of research

- A maximum of two research grants will be made in any given year.
- Research papers that receive RGS support must be presented orally in person at the relevant IPoE Forum.
- Research papers accepted will be allocated a 30-60 minutes presentation session at the relevant IPoE Forum, subject to availability of sessions.
- Please note that agreement to undertake research supported by the RGS will be taken as an indication of commitment of **at least** one author to register for, attend and present at the IPoE Forum in that year.
- All Research Proposals will be reviewed before acceptance and must be original submissions that have not already been published (in full).
- Submissions are made electronically in compliance with the Call for Research Proposals as published on THE-ICE IPoE Forum website.

### 5. Review of Research

#### 5.1 The review process

The RGS Review Committee is responsible for the review and acceptance process. Research proposals will be assessed by the Research Review Panel based on outstanding merit and clause 5.2 below.

#### 5.2 Research assessment

Accepted proposals will be assessed according to the following criteria:

- Importance and relevance of the research to the objectives of THE-ICE and to quality in TH&E higher education.

- Potential to make an original contribution to the existing body of knowledge of TH&E education, and implications for development of best practice.
- Contribution to/ alignment with theme of subsequent IPoE Forum
- Soundness of theoretical framework and consistency of methodology and research design
- Feasibility and sustainability of proposed objectives, outcomes, timelines / deadlines, and budget
- Adherence to the Research Proposal Template

### **5.3 Conferment of Research Grant**

Accepted submissions that adhere to the Research Proposal Guidelines (including meeting the key submission dates) will be conferred THE-ICE Research Grant of AU\$2,500. The annual THE-ICE Research Grant Scheme recipient/s (maximum of two available per year) will be announced within 30 days of the deadline for submission of Research Proposals.

The payment of grants will be made to the successful individual(s) or institution(s), according to the details supplied on the Research Proposal, within 14 days of the end of the IPoE at which the presentation was made.

## **6. Publication**

Research Proposals must be original and unpublished (in full) elsewhere. Final papers will be made available on THE-ICE webpages and additional journal publishing opportunities may also be available. Other publishing RGS supported research is subject to agreement with THE-ICE