

THE-ICE Research Grant Scheme (RGS) Review 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, a representative from a member institution, or an Auditor of THE-ICE).
- The RGS Review Committee will be formed based on invitation by the Chief Executive Officer of THE-ICE.
- Decisions of composition/appointees will be made by the CEO of THE-ICE in consultation with the Chair of the RGS Review Committee.
- The Chair of the RGS Review Committee will have final decision-making authority for the Committee.

2. Call for Research Proposals

The annual call for research proposals will be extended as soon as possible after the theme for the relevant International Panel of Experts (IPoE) Forum has been confirmed. The call for research proposals 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 Forum webpage.

3. Research Proposals

The objective of the RGS is designed to encourage and support research within and between THE-ICE member institutions. Each year a maximum of two research proposals will be selected by THE-ICE RGS Review Committee for RGS support and presentation of the full research paper/s at the relevant IPoE Forum. Each submission should contribute to/align with the theme(s) of the relevant IPoE Forum.

Full research papers

Full research papers are those where research work, or conceptual or theoretical development is complete. Authors of accepted research proposal submissions are required to submit a detailed presentation (including references), which will be published on THE-ICE website.

4. Submission of research

- A maximum of two research grants will be conferred 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-minute presentation session at the relevant IPoE Forum, subject to availability of sessions.
- Agreement to undertake research supported by the RGS will be taken as an indication of commitment of **at least** one (1) author to register, 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 must be made electronically and in compliance with the Call for Research Proposals, as published annually on THE-ICE IPoE Forum website.

5. Review of Research

5.1 The review process

THE-ICE RGS Review Committee is responsible for the review and acceptance process. Research Proposals will be assessed by the RGS Review Committee based on outstanding merit and clause 5.2 below.

5.2 Research assessment

Accepted Research 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 tourism, hospitality, events, and culinary arts (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.
- Potential to facilitate cooperation between two (2) or more member institutions of THE-ICE.
- Contribution to/alignment with the theme of the relevant IPoE Forum.
- Soundness of theoretical framework and consistency of methodology and research design.
- Feasibility 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 AUD\$3,500. The annual THE-ICE Research Grant Scheme recipient/s (maximum of two (2) per year) will be announced within 30 days after 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 30 days of the end of THE-ICE IPoE Forum at which the presentation was made.

6. Publication

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

Template for Evaluation of Research Proposals

Criteria	Aligns with RGS Criteria (Yes/No)	Comments
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.		
Potential to facilitate cooperation between two (2) or more member institutions of THE-ICE.		
Contribution to/alignment with the theme of the relevant 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.		