



# Archicentre Research Grants Programme Guidelines

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## 1. Introduction

The Archicentre Research Grants Programme aims to provide RAIA Architects with the opportunity to contribute to important research and development initiatives that support the growth and influence of the architectural profession in Australia and overseas.

The Archicentre Research Grants Programme Advisory Committee considers and recommends research initiatives and their grants to the Archicentre Limited Executive Management Team.

The closing date for an Archicentre research grant can be found in the Application Form.

**See section 4 of these guidelines on how to obtain Research Grant application forms.**

## 2. Type of Grants Awarded

Grants available for the current year cover broad areas of research and development in market expansion, improved operations and new ventures, all with the purpose of enhancing the reach and standing of the architectural profession and its various disciplines.

## 3. Levels of Funding

Archicentre offers projects with funding between \$5,000 and \$20,000.

## 4. Obtaining Application Forms

The Archicentre Research Grants Programme Application Form is available by calling Archicentre on (03) 9815 7414.

All applications are to be submitted as hard copy and/or as a Microsoft Word document either on CD or email attachment.



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Applications should be forwarded to:

General Manager, Corporate Services  
Archicentre Research Grants Programme  
530 Glenferrie Road  
Hawthorn VIC 3122

For more information please contact the General Manager:  
Phone: (03) 9815 7414  
Fax: (03) 9819 5413  
Email: [paul@archicentre.com.au](mailto:paul@archicentre.com.au)

## 5. Eligibility Criteria

Grant applications are accepted from all RAlA member architects.

## 6. Selection Criteria

The criteria used by the Advisory Committee to select successful Research Project Grant applications are:

- The availability of the applicant to complete the project within the required time frame
- The appropriateness of the applicants approach and methodology to achieving the expected project outcomes
- The demonstrated ability of the applicant to complete research projects successfully

## 7. Finalizing Recommendations and Offer of Grant

The Archicentre Research Grants Programme Advisory Committee finalizes its recommendations for each grant at selection meetings held throughout the year, for submission to the Archicentre Limited Executive Management Team.

Grant payments will be made on a monthly basis once the project commences and is subject to the satisfactory assessment of progress.

All applicants will be notified via letter.

## 8. Applications



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## PLEASE NOTE:

Late applications or those that do not comply with these Guidelines will be disqualified.

Each application must contain all the information necessary to assess the applicant without the need for oral explanation or reference to further documentation.

## Copies of Applications Required

Applications must be submitted electronically (using Microsoft Word and not in PDF format) on CD-Rom or as an email attachment and/or as a hard copy with the relevant signatures. Electronic files must be arranged in three documents as follows:

1. Cover Letter; and
2. Application Form; and
3. Curriculum Vitae

Section 4 contains information on where to send the application.

**The closing date for an Archicentre Research Grant can be found in the Application Form.**

## 9. Reporting

The Progress Report and Final Report must be in the required format (to be advised) and must be received by the stated due dates.

Failure to submit a Progress Report by the due date may result in a delay of payment.

The Progress Report must indicate the original aims and expected outcomes and progress towards outcomes.

## 10. Special Conditions



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Successful applicants are required to enter into a Confidentiality Agreement with Archicentre.

All intellectual property remains the property of Archicentre, including new IP or IP that “evolves” as a result of the research.

## **11. Obtaining More Information**

If you wish to obtain further information about the Archicentre Research Grants Programme please contact:

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Archicentre Research Grants Programme  
530 Glenferrie Road  
Hawthorn VIC 3122  
Phone: (03) 9815 7414  
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Email: [paul@archicentre.com.au](mailto:paul@archicentre.com.au)