

Before you start

Applying for grants may feel overwhelming, especially for those new to the process or with varying levels of experience in grant writing. The TAFE Centre of Excellence Health Care and Support ('Centre' or 'Health Care and Support'). has prepared this Support Guide for applicants who may be unfamiliar with the process, and to provide supporting details even for those who are. General tips for a competitive Grant submission include:

- Using plain language;
- Being specific with realistic research aims and outputs, which are supported by a clear plan which demonstrates feasibility and impact;
- Using diagrams, bullet points or tables to help present information, such as timelines, outputs, or partnerships, clearly; and
- Clearly identifying the project's potential for impact, such as informing evidence-based practice, informed policy, and/or legacy relationships and partnerships.



Reminder

To uphold fairness and impartiality for all applicants, the Centre cannot provide feedback or advice on individual Proposals, discuss their suitability, or assist with the content of your application. You are welcome to contact the Centre for any technical support you may require.

Understanding the Assessment Criteria

Each application is assessed and ranked against three (3) key criteria:

Criterion	Weighting	Description
Overall Project Design	40%	You need to clearly show that your project is feasible, well thought-out, and designed to achieve impact. The more concrete and detailed your plan is, the stronger your score will be. This criterion evaluates clarity, methodological rigor, risk planning, partnerships, outputs, and alignment with priority streams.
Mapping Research to Priority Areas	35%	This section assesses how well your project aligns with the goals of the grants program, particularly in terms of addressing equity and regional impact. You should show a deep understanding of who benefits from the research and

Criterion	Weighting	Description
		how the proposal addresses targeted populations, regional challenges, and policy or curriculum alignment.
Capacity, Capability and Legacy Outcomes	25%	This section focuses on whether your team can realistically deliver the project and whether it will create sustainable, equitable benefits. Reviews the team track record and how the project builds skills, equity, and long-term benefits.

Section-by-Section Support Guide

Project title (15 words)

When choosing a title for the proposed research project prioritise clarity over creativity. A clear title helps reviewers immediately understand what the project is about. Projects should also aim to reflect the focus areas of the opportunity, for example, *Increasing Access to XYZ for XYZ in Aged Care.*

Name and position title of Project Lead/Chief Investigator

This should clearly identify who the Project Lead or Chief Investigator is, for the proposed research. Their name, position title, and organisation should all be included, as well as an uploaded copy of the project lead/s resume.

Names and position titles of Co-investigators and/or Support staff

This section should list any co-investigators and/or support staff who will also work on the project with a title that indicates their role and responsibilities.

Project summary (200 words)

The summary for the proposed research project should clearly state the problem, challenge, or opportunity that is being researched; why it matters (it's importance and or impact for the aged care sector); how the research will be approached (the method being used to collect, analyse, and evaluate the data); what it will achieve (the expected research outcomes and/or objectives), who will be involved in the research (students, the current workforce, or care recipients), and where the research will be conducted.

Examples of previous projects (200 words)

This section is the opportunity to demonstrate credibility and capacity for undertaking the proposed project. It may be achieved through referencing a history in delivering prior research projects (including publications or reports), detailing previous experiences working in partnerships, and

produced legacy outcomes which will be leveraged for the current project proposal. This section may also be used to highlight community expertise through front-line experience in delivering care and/or aged care related training and education.

Background (400 words)

This section should set up the 'why' of the research project by clearly describing the real-world problem, gap, or opportunity that the proposed work will address. This should be supported through drawing on key statistics, reports, and/or academic research, and linking the project to sector needs and/or government policy priorities. If possible, clearly state which is missing from current knowledge, training, or practice to demonstrate the gap in evidence or practice being addressed.

Research Objectives (250 to 300 words)

This section should describe what the proposed project aims to achieve. Research objectives should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). In flowing logically from the background provided, the research objectives will help you to inform what your research questions will be, and what type of outcomes can be expected from them. Typically, two (2) to four (4) clear objectives will allow for a tight focus. Objectives can be phased as action goals through using measurable verbs, for example, 'develop,' 'evaluate,' 'test,' 'pilot,' or 'co-design.'

Key Research Questions (250 words)

This section is your opportunity to clearly state what questions your research project asks and answers. Research questions should be informed by the problem you have outlined in the background, the objectives you want to achieve, and suitable to the applied research methods you intended to use. When developing and refining your research questions, try to make explicit connections between the project, the priority stream and theme the project responds to. Try to limit your questions to four (4) in total.

Methodology (400 words)

This section is for detailing the 'how' academic research or community knowledge will be translated for the proposed applied research project. The methodology should clearly describe the types of activities to be undertaken; the type of data collected and how it will be collected; who the research participants are and how they will be recruited; how the data will be analysed; and the appropriate evaluation methods for measuring the project's success.

Project Limitations (150 words)

This section is an opportunity to demonstrate considered planning of the potential constraints and/or limitations and how they will be mitigated.

Deliverables, Timeline and Dissemination Strategies (500 words)

This section should provide a detailed timeline of the activities to be undertaken throughout the project and their output/the expected deliverables. It should demonstrate that the project is well organised, achievable, and that the practical outcomes will be communicated with impact.

Deliverables: These are the tangible outputs of your project which should support and capture your research objectives, as well as answer your research questions. They might take the form of reports, training materials or resources, case studies, policy briefs, good practice guides, events, or communication outputs.

Timeline: To demonstrate when and how key deliverables will be delivered, the timeline should break your project into identifiable phases or milestones which reflect the methodology (data collection, analysis, evaluation, reporting) and research objectives.

Dissemination: When planning for dissemination for the project's outcomes use clear, sector-relevant channels and formats (i.e., community workshops, industry seminars and reports, academic conferences, and journal articles) for different stakeholders (i.e., industry, community, educators, researchers).

Supporting Materials

- Risk Management Plan: what could go wrong, and how will you manage it?
- Letter of Support (if relevant): Description of project partners, if applicable, who they are, what they will contribute (cash or in-kind), and their role in delivery
- Budget: Clear, justified budget and value-for-money case
- Chief Investigator's Resume