

MRS LEE CHOON GUAN ENDOWED RESEARCH FUND

Briefing Session:

First Call for Social Work Practice Research Proposal

05 June 2018

**Department of Social Work
Faculty of Arts and Social Sciences
National University of Singapore**

Announcement



Key Information

Application Period:	4 June 2018 to 31 August 2018
Briefing:	5 June 2018, 4.30pm to 5.30pm, LT12
Selection Period:	31 August 2018 to 19 October 2018
Award Ceremony:	2 November 2018 (TBC)

Application Form and the other documents have been circulated to the mailing list on 4 June 2018. Please write to us at swk_LCGResFund@nus.edu.sg to request for the documents if needed.

Agenda

1. Background of the Fund
2. About the Research Call
3. What is Practice Research and what is not?
4. Question and Answer

1. Background of the Fund

Do not circulate. For discussion only.

1. Background of the Fund

1.1 About Mrs Lee Choon Guan

- NUS Department of Social Work is honoured to have received a gift by the Mrs Lee Choon Guan Trust to establish an endowed NUS Social Work Practice Research Fund
- Mrs Lee founded the Chinese Women's Association in 1915
- She was awarded the Member of the British Empire (MBE) for her contributions to the Red Cross during World War I
- She was also the first Chinese woman to be presented at court to King George V and Queen Mary
- She was a patron of the Po Leung Kuk, Board Member of the Singapore Chinese Girls' School and Children's Aid Society



Source:
National Archives of
Singapore

Do not circulate. For discussion only.

1. Background of the Fund

1.2 Background & Objectives

- This fund resources the Department to engage with frontline practitioners to conduct practice research that will enhance service provision and delivery.
- The objective is to produce research for practice and turn it into teaching, training and intervention materials.
- These practice research projects have the potential to:
 - (1) improve the accessibility, delivery and design of services,
 - (2) enhance the well-being of service users
 - (3) contribute to policy discussions at the agency and governmental levels.

Do not circulate. For discussion only.

1. Background of the Fund

1.3 About Practice Research

- What is it?

Practice Research

- Focuses on collaboration between practice and research

Practitioner Research

- Focuses on processes controlled and accomplished by practitioners

User- Controlled Research

- Focuses on user participation in the research process

1. Background of the Fund

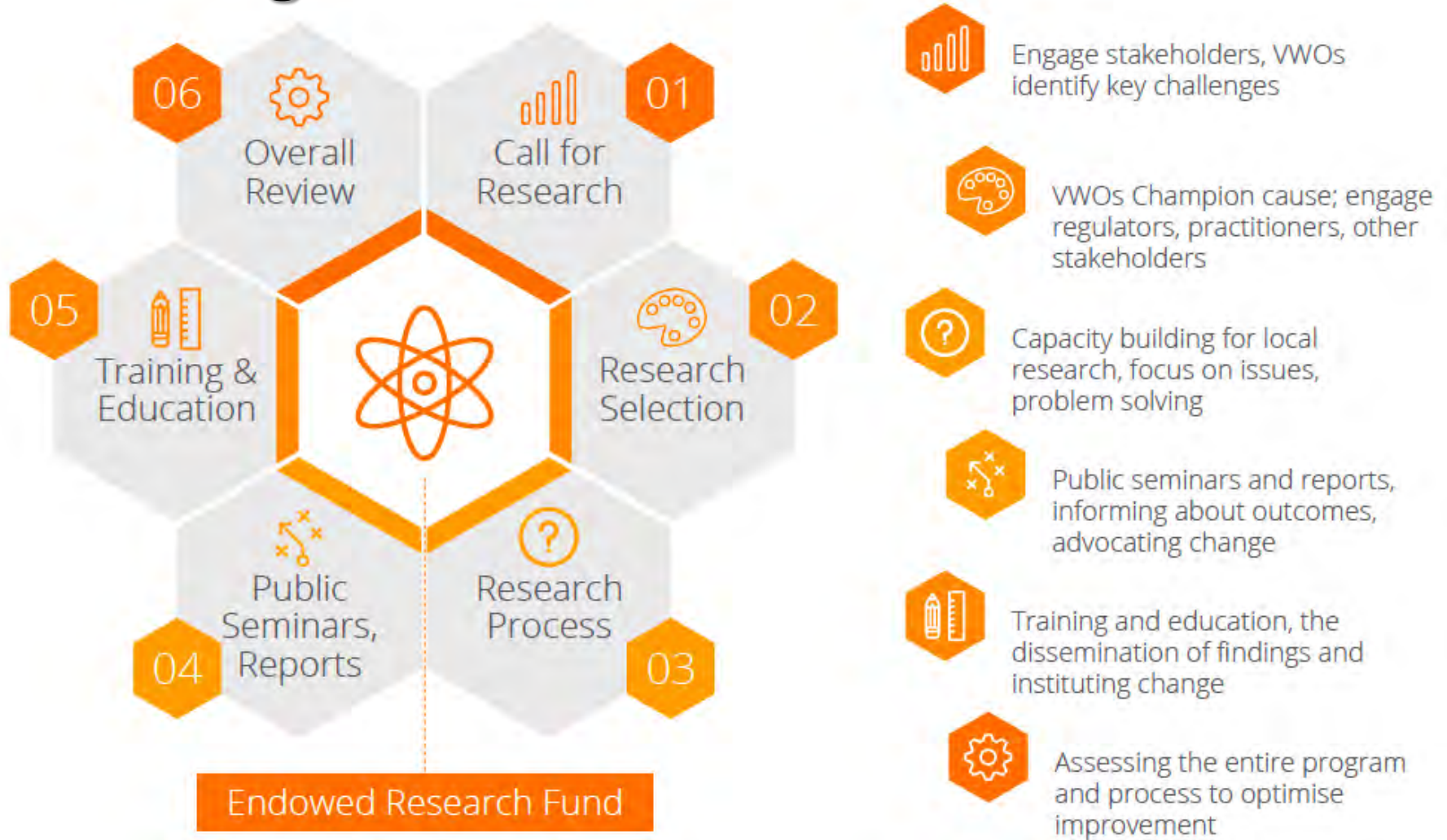
1.3 About Practice Research

- Who is involved?



1. Background of the Fund

1.4 Integrated Process



2. About the First Research Call (4 Jun 2018 to 31 Aug 2018)

Do not circulate. For discussion only.

2. About the First Research Call

2.1 Grant Quantum for the First Research Call (4 Jun to 31 Aug 2018)

- The research funds are valued **up to \$60,000 per research project**, including dissemination and utilisation plan.
- We are able to fund **up to 5 research projects**.
- The actual number of projects awarded will be based on the quality of the submissions.

Do not circulate. For discussion only.

2. About the First Research Call

2.2 Research Application Process

Application Period:

4 June 2018 to 31 August 2018

Briefing:

5 June 2018

Selection Period:

31 August 2018 to 19 October 2018

- Review of all submissions
- Shortlisting of submissions
- Approval from Steering Committee on the selection
- Pairing of Academic PIs to research projects
- Briefing to Awardees

Award Ceremony:

2 November 2018 (TBC)

Do not circulate. For discussion only.

2. About the First Research Call

2.3 Research Cycle (About 2 years)

**2 Nov 2018 to 30 Apr 2019:
Preparation Phase
(25 weeks – about 6 months)**



**30 Apr 2019 to 29 Aug 2020:
Project Phase
(69 weeks – about 1 year 3 months)**



**31 Oct 2020 to 3 Mar 2021:
Dissemination and Utilisation Phase
(17 weeks – about 4 months)**

Do not circulate. For discussion only.

2. About the First Research Call

2.4 Resources to the Awardees

1. Academic PIs

**2. International
Advisor(s)**

**3. Access to
library
resources**

**4. Resource
Panel**

**5. Oversight
from the
Selection
Committee
Chair**

2. About the First Research Call

2.5 Expected Regular Meetings

Research Project Meetings:

- Academic PI and Practitioner PI (monthly?)

Research Consultation Sessions:

- Academic PI, Practitioner PI and International Advisor(s) (Half yearly?)

Progress Updates and Grant Administration Meetings:

- Academic PI, Practitioner PI and the Secretariat (Quarterly Basis?)

Do not circulate. For discussion only.

2. About the First Research Call

2.6 Expected Deliverables

1. NUS-IRB Application and Approval (if necessary)
2. Quarterly Claims and Progress Report
3. Final Research Report
4. Dissemination and Utilisation Deliverables: Presentations and Development of Training Materials
5. Any other deliverables agreed within project team

2. About the First Research Call

2.7 Application Form: Page 4 of 11

B. RESEARCH PROPOSAL

1. TITLE OF PROJECT

The title should be no more than 80 characters (including space). The title should be descriptive and specific rather than general.

2. KEYWORDS

Please provide a maximum of 5 keywords.

3. PROJECT DURATION

Projected Start Date (mm/yyyy):

Projected End Date (mm/yyyy):

Duration of Project (mths):

<input type="text"/>
<input type="text"/>
<input type="text"/>

4. PROJECT BUDGET

S\$

2. About the First Research Call

2.7 Application Form: Page 4 of 11

5. ABSTRACT OF THE PROPOSAL

Please provide a succinct and accurate description of the proposal in **no more than 300 words**. Clearly describe the objectives, form and outputs of the project and provide highlights of the proposed research. Briefly indicate the distinctiveness of the project.

2. About the First Research Call

2.7 Application Form: Page 5 of 11

6. DETAILS OF RESEARCH PROPOSAL

Give a description of the research in **no more than 2,000 words (Arial font size 12, single line spacing, normal margins)** and attach this detailed proposal to the end of this application form.

Information **SHOULD** include:

- Background, Significance, and Rationale of Research
- Research Questions
- Methods
 - Design
 - Study participants and recruitment strategy
 - Ethical considerations of the study
 - Data collection methods and procedures
 - Data analysis plans
 - Dissemination and utilization plans
- Roles and Responsibilities of PI (practitioner) and Co-I

Information provided should **be sufficiently self-contained** for an assessment of the proposal without further reference to other materials. The Selection Committee may contact the PI for additional clarifications if deemed necessary. Please include references cited at the end of the detailed proposal. References do not count as part of the 2,000-word proposal.

2. About the First Research Call

2.7 Application Form: Page 6 of 11



7. PROJECT DELIVERABLES, DESIRED OUTCOMES AND DISSEMINATION

Please provide full details of the deliverables and desired outcomes from project in **no more than 1,000 words.**

2. About the First Research Call

2.7 Application Form: Page 7 of 11



8. PROJECT IMPLEMENTATION SCHEDULE (GANTT CHART FORMAT)

The proposed schedule will be used for assessment and evaluation of the project. A satisfactory progress is required for continued reimbursements of funds.

Note: Some examples are provided as follows. Please remove the examples before filling up with your own schedule.

Year	2018		2019												2020												2021			
Item / Month	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	

2. About the First Research Call

2.7 Application Form: Page 7 of 11



8. PROJECT IMPLEMENTATION SCHEDULE (GANTT CHART FORMAT)

The proposed schedule will be used for assessment and evaluation of the project. A satisfactory progress is required for continued reimbursements of funds.

Note: Some examples are provided as follows. Please remove the examples before filling up with your own schedule.

Year	2018		2019												2020												2021			
Item / Month	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	
Fine-tuning of Research Proposal	X	X																												
NUS-IRB Application & Approval	X	X	X	X																										
Literature Review				X	X	X																								
Data Collection						X	X	X	X	X																				

2. About the First Research Call

2.7 Application Form: Page 9 of 11



9. PROPOSED BUDGET

Please add in any details in the following table as necessary. Examples of category include Expenditure on Manpower, Equipment and Other Operating Expenditure.

Note: Some examples are provided as follows. Please remove the examples before filling up with your proposed budget.

	11/2018 – 10/2019	11/2019 – 10/2020	11/2020 – 03/2021	
Category / Item	Year 1(\$)	Year 2(\$)	Year 3(\$)	Total (\$)
Grand Total (\$)				

2. About the First Research Call

2.7 Application Form: Page 9 of 11

9. PROPOSED BUDGET

Please add in any details in the following table as necessary. Examples of category include Expenditure on Manpower, Equipment and Other Operating Expenditure.

Note: Some examples are provided as follows. Please remove the examples before filling up with your proposed budget.

	11/2018 – 10/2019	11/2019 – 10/2020	11/2020 – 03/2021	
Category / Item	Year 1(\$)	Year 2(\$)	Year 3(\$)	Total (\$)
Expenditure on Manpower				
- Research Assistant	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX
- Student Assistant	\$XXX	-	-	\$XXX
Other Operating Expenditure				
- Tokens for Participants	\$XXX	\$XXX	-	\$XXX
Grand Total (\$)	\$X,XXX	\$X,XXX	\$X,XXX	\$X,XXX

Note:

Please be mindful that the sum is up to \$60k (inclusive of dissemination plan)

2. About the First Research Call

2.7 Application Form: Page 10 of 11



10. UNDERTAKING BY PRINCIPAL INVESTIGATOR (PRACTITIONER) AND CO- INVESTIGATOR

In signing the Grant Application, the Principal Investigator and Co-Investigator UNDERTAKE, on any Grant Award, to:

- ensure that a proposal with similar research aims has not been awarded research funding either by the Mrs Lee Choon Guan Endowed Research Fund or another funding agency;
- ensure that the Mrs Lee Choon Guan Endowed Research Fund's funding is acknowledged in all publications and materials;
- ensure that a copy of all publications and other materials arising from research wholly or partly funded by the Mrs Lee Choon Guan Endowed Research Fund will be submitted to the Fund's Secretariat;
- ensure that all data generated from research funded by the Mrs Lee Choon Guan Endowed Research Fund should be made available to user communities at the earliest feasible opportunity, subject to restrictions related to confidentiality and intellectual property; and
- co-operate with NUS Department of Social Work and the Mrs Lee Choon Guan Endowed Research Fund to inculcate interest in research among all students and practitioners.

Signature of Principal Investigator

Signature of Co-Investigator

Name:

Date:

Name:

Date:

2. About the First Research Call

2.7 Application Form: Page 11 of 11 (Institutional Call)

11. UNDERTAKING BY THE HOST ORGANISATION

In signing the Grant Application, the Host Organisation UNDERTAKES, on any Grant Award, to:

- agree and give support to this proposal being carried out in the organisation;
- ensure that the Principal Investigator and Co-Investigator (if any) are provided with protected time to carry out the research outside of the usual job scope;
- ensure that all necessary approvals have been obtained or are being sought;
- ensure that the funds provided are used for the appropriate purposes; and
- ensure that all budget requests are in accordance with the Fund's prevailing HR policies and financial guidelines.

Signature of Director of Host Organisation*

Name:

Designation:

Date:

** If the Principal Investigator is the Director of Research, **UNDERTAKING by the Director's Reporting officer** is required.*

3. What is Practice Research and what is not?

Do not circulate. For discussion only.

3. What is Practice Research and what is not?

- Practice Research is increasingly viewed as a meeting point between practice and research that needs to be negotiated every time and everywhere it is established rather than a specific research method
- Goals of Practice Research include:
 - A research that describes, analyses and develops practice
 - A process where curiosity, critical reflection and critical thinking from researchers, practitioners and service users are in focus
 - A close, binding, committed and locally based collaboration between researchers/research settings and practitioner/practice settings in the planning, generating and disseminating of research
 - A participatory and dialogue-based research process relevant for developing practice and validating different expertise within the partnership

3. What is Practice Research and what is not?

3.1 The Substantive Topic

- Research proposals, for example, should seek to:
 - Understand/explain or promote good practice in social work/social care organisations, programmes and/or management
 - Understand/evaluate/strengthen social work/social care services, including the voluntary/independent sector
 - Understand/promote the nature and quality of informal care, carer activity, volunteering and their relationship to formal care
 - Understand/assess/strengthen user/carer/citizen/community involvement in social work; community organisation, partnership; empowerment

3. What is Practice Research and what is not?

3.1 The Substantive Topic

- Research proposals, for example, are much less likely to:
 - Demonstrate/assess the value of comparative, cross-national, cross-cultural research
 - Develop theorising as an end in its own right
 - Understand/appraise/develop the practice and quality of social work research
 - Understand/respond to issues about the form and significance of the family
 - Improve the policy, regulatory or inspection communities

3. What is Practice Research and what is not?



3.2 The Methodology

- This is partly a question of feasibility within the scale and expertise resources of the research team.
- Hence, some forms of longitudinal qualitative research are unlikely to fit the terms of the grant, as are most applications of randomized control designs.
- Also, research or evaluation designs that require very high levels of, for example, analysis capacity or expertise may not be feasible.

Do not circulate. For discussion only.

3. What is Practice Research and what is not?

3.2 The Methodology

- In addition, this is partly a question of who are the intended research or evaluation study participants
- For example, a study that required a school survey of secondary school students, most of whom are not service users, may offer some implications for developmental programmes
- However, such a survey study tends to tap into service providers' expertise to a minimal extent and be conducted outside of the practice setting, and hence fall outside the terms of the LCG programme

3. What is Practice Research and what is not?

3.3 The intended direct and indirect beneficiaries of the project

- As a general rule, the more that the beneficiaries are likely to be the direct and fairly short or at least medium-term beneficiaries of the proposed research, the closer the proposal will fit with the terms of the grant.
- The application of this criterion should be set out in the intended plans for the utilization and dissemination of the project results

Do not circulate. For discussion only.

3. What is Practice Research and what is not?

3.4 Strong Partnership and Participatory Nature

- A core element of Practice Research is the strong partnership between practitioner and researcher, where there are equally shared leadership, involvement and contribution.
- The participatory nature of Practice Research is highly valued and we hope to see the active and meaningful participation of different stakeholders, particularly from service providers, service users and their family members or caregivers in a collaborative effort to improve social service practice

Do not circulate. For discussion only.

5. Question & Answer

Do not circulate. For discussion only.

For any other queries,

please write to us at:

swk_LCGResFund@nus.edu.sg

Do not circulate. For discussion only.