

## **ARMY HISTORY RESEARCH GRANTS SCHEME SUMMARY OF THE REVIEW PROCESS**

**The Australian Army History Unit conducts a multi-tiered review process to ensure that the best applications submitted under this scheme are the ones recommended for funding. There are five steps in the process.**

**Phase 1:** Applicants prepare a 12 page project proposal that includes a written reference from a referee who can attest to the applicant's ability to complete the project as outlined.

**Phase 2:** An Independent Assessment Panel is established that comprises twelve members. These members represent a wide cross-section of professionals and subject matter experts. They include practicing historians, academics, authors and editors, representatives from the Australian War Memorial, the Australian Defence Force Academy (University of NSW), the Strategic Studies and Defence Studies Centre, and current serving personnel in the ADF.

**Phase 3:** The Assessment Panel is split into teams of two. The submissions are then randomly allocated to the Assessment pairings for initial merit-based assessment.

Criteria taken into account when assessing the applications include:

- The value the research would provide to preserving and promoting Army history;
- The value the research would provide to the modern Army;
- The risk involved in supporting the applicant;
- Value for money;
- The experience and track record of the applicant; and
- The proposed budget of the applicant.

This process takes approximately four weeks as all assessors volunteer their time. An assessment report is written on each submission. Each submission is given a positive or negative recommendation. Each assessment given a positive recommendation is also given a prioritised ranking.

**Phase 4:** The Assessment Panel is convened and chaired by Australian Army History Unit's Research Grants Officer. Each application is separately appraised by the panel. The assessment pairings present the outcomes of their initial assessment with justifications as to why or why not funding should be allocated, along with a recommendation as to the amount to be funded (quite often it is less than the applicant requests). The Panel compiles a list of applicants that are recommended for support with a proposed budget amount for each applicant.

**Phase 5:** The list of recommended applicants is considered by the Chief of Army, and if endorsed, is then sent to Chief Financial Officer – Army for inclusion in the submission of Defence grants for Ministerial approval.