



# Research Grant Program 2026

## Application Form





# How to prepare and submit your application

## Who can apply

Researchers at Australian universities may apply to the Building and Plumbing Commission (BPC) for a research grant.

## How to complete the application form

Download the fillable PDF Research Grant Program 2026 application form from our website (<https://www.vba.vic.gov.au/about/research/research-grant-program>) and complete the form electronically.

Responses should be in clear, plain language that can be understood by non-specialists. Define any acronyms or technical terms.

Adhere to the specified word limits for responses and specified page lengths for attachments. Responses over the word and page limit may not be read in full.

Where the form requires or invites supporting documents, attach concise and relevant material only. Each attachment should:

- be clearly labelled
- reference the relevant section of the application form
- be submitted as part of the single PDF application file.

Provide all information requested. Incomplete applications may not be assessed.

## How to submit your application

Submit your application as a single PDF file by email to [research@bpc.vic.gov.au](mailto:research@bpc.vic.gov.au).

Applications must be received by **midnight on Tuesday 7 April 2026**.

Late applications, or applications submitted in an alternative format, will not normally be considered.

## Adjustments

Applicants who require adjustments or accommodations due to a disability or other accessibility needs should contact us in advance of submission to discuss alternative arrangements.

## Further information

If you have questions about completing this application form:

1. Read the guidance notes throughout this form first.
2. Visit the [Research Grant Program](#) page on our website for program information and updates.
3. Contact us by email at [research@bpc.vic.gov.au](mailto:research@bpc.vic.gov.au) if your question has not been answered after reviewing published information.



# Part A: Applicant and organisation details

## A1. Applicant organisation

Legal name of applicant's organisation (as registered with the Australian Business Register)	
Australian Business Number (ABN)	
Organisation postal address	

## A2. Primary contact (main point of contact for all correspondence)

Name	
Position title	
Faculty / School / Centre name	
Email address	
Phone number	

## A3. Secondary contact (optional)

Name	
Position title	
Faculty / School / Centre name	
Email address	
Phone number	



#### A4. Equity and accessibility (optional)

Do you require any reasonable adjustments or accommodations to support your participation?

Yes

No

If yes, briefly outline the required adjustments or accommodations. All information will be kept confidential and not affect your application.



## Part B: Research overview

This section provides a high-level description of the proposed research and its strategic significance. Applicants should clearly explain what the project is about, the problem or issue it seeks to address, and why the research is needed. Applicants should also outline the intended outcomes and potential impact of the research, particularly how it may inform regulation, policy or practice.

### B1. Project title

Title of proposed research (maximum 30 words)

### B2. Project summary

Provide a concise summary of the proposed research project (maximum 250 words)



### B3. Strategic alignment

Which of the following Research Grant Program objectives and BPC regulatory priorities does the proposed research most closely align with? Select all that apply. Strong alignment should be demonstrated in subsequent responses.

- Reducing harms under the BPC's current regulatory priorities (select all that apply).
  - [Water](#)
  - [Fire safety](#)
  - [Product safety](#)
  - [Solvency of building companies](#)
  - [Practitioner capacity and capability](#)
  - [Practitioner competency](#)
- Improving consumer outcomes and preventing harms balanced with increasing industry productivity and efficiency.

### B4. Research question(s)

Provide your main research question(s) and/or hypothesis (maximum 250 words).



## B4. Research objective(s)

Describe the research objective(s) (maximum 250 words).

## B5. Problem definition and evidence base

Explain the problem, risk or gap your research will address (maximum 500 words).

Your response should:

- show understanding of the current regulatory, industry or policy context
- reference relevant and credible evidence, data or research
- justify why the problem is important and warrants investigation.



B5. Problem definition and evidence base (continued)

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## B6. Intended outcomes and impact

What are the intended outcomes and impact of the proposed research, and how will they be measured? (maximum 500 words)

Your response you should address:

- the expected regulatory, policy, industry or community impacts
- who will benefit from the research and why
- proposed indicators or measures of success.



## B6. Intended outcomes and impact (continued)

## B7. Research dissemination and engagement

Describe your proposed dissemination and engagement activities following completion of the research, including target audiences and communication channels, and how these activities support the translation of findings into real-world application (maximum 250 words).



## B8. High-level project parameters

### B8.1 Project duration

Specify the overall project duration:  
(months from commencement)

### B8.2 Budget summary (excluding GST)

Total project budget (\$):

Funding sought from the BPC (\$):

### B8.3 Non-financial contribution from the BPC

Are you requesting a non-financial contribution from the BPC (e.g. access to data, expert advice, or stakeholder facilitation)?

Yes

No

If yes, describe the contribution and explain how it is essential to achieving the research objectives (maximum 150 words).



## Part C: Methodology and approach

This section explains how the proposed research will be designed and delivered. The information provided should give confidence that the research can be undertaken as proposed and will produce credible and useful findings.

Your response should describe:

- overall research design and approach (qualitative, quantitative or mixed methods)
- data collection, analysis and sampling (if applicable)
- alignment of research questions, objectives, methodology, and outputs
- stakeholder or collaborator involvement (where relevant)
- key methodology limitations, assumptions, and mitigation strategies.

### C1. Research design and approach

Provide a clear explanation of the proposed research design and methodology (maximum 1,000 words).



## C1. Research design and approach (continued)

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## C1. Research design and approach (continued)

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## C2. Stakeholder engagement and collaboration

Describe how relevant industry, regulatory or community stakeholders will be engaged in the research, and how this engagement will strengthen the quality, relevance or impact of the research (maximum 250 words).



### C3. Data sources and access

If your proposed research relies on data or information from sources outside the university, describe (maximum 250 words):

- the data to be used
- the data owner(s) or custodian(s)
- how access will be obtained
- any required permissions, agreements, or approvals
- risks related to data access and how they will be managed.



## C4. Ethics approval

Does any part of the proposed research require ethics approval from the university, a human research ethics committee, or another relevant body?

This includes research involving human participants, personal or sensitive data, surveys, interviews, observational studies, or identifiable industry data.

- Yes
- No
- Not yet determined

If you answered 'yes' or 'not yet determined', provide details (where relevant) about (maximum 200 words):

- any issues involving human participants or subjects
- data privacy, confidentiality or information security considerations
- any actual, potential or perceived research-related conflicts of interest
- your plans and estimated timeframe for obtaining required approval.

If you answered 'no' (approvals not required), briefly explain your reasoning (maximum 100 words).



## C5. Confidentiality, data use, and publication

Explain how you will manage the use, publication, and sharing of confidential material, intellectual property, and research outputs (maximum 250 words).

Your response should cover:

- safeguards for confidential data
- any required consent, approvals, or licensing from BPC, partners or data owners
- management of publication and dissemination, including attribution and sharing restrictions
- risks associated with data use or publication and how they will be managed.

## C6. Supporting material

Is any additional information about the research design and methodology provided in an attachment to this application?

Yes

No

Applicants may include diagrams, tables, or additional methodological detail (i.e. conceptual frameworks, process flows, or study designs) as an attachment to support their response (maximum two A4 pages).

Supporting material should be concise and included only where it adds clarity or value to the explanation of the proposed methodology.



# Part D: Project outputs, timeline and milestones

This section sets out what the project will deliver and how it will be managed over time. Applicants should clearly identify the proposed outputs, explain their purpose, and outline a realistic timeline for completion.

## D1. Summary of research outputs

Specify the research outputs(s) your project will produce and the expected delivery timeframe. If there are more than four outputs, list additional items in a separate attachment (maximum one A4 page).

Research outputs are tangible products produced from the research for use (e.g. reports, datasets, tools, guidance materials, briefings). They will form the project deliverables under the funding agreement and should be linked to milestones and reporting.

No.	Output type (e.g. interim report, final report, dataset)	Description and purpose	Delivery timing (months from commencement)
1			
2			
3			
4			

## D2. Additional research outputs

Have additional research outputs been set out in an attachment to this application?

- Yes
- No



### D3. Project milestones and timeline

Provide a timeline showing the key stages of the project and when major tasks and deliverables will be completed **as an attachment** to this application. The timeline may be presented as a table, Gantt chart or similar visual (maximum two A4 pages).

The timeline should show a logical, achievable sequence of activities. Include major phases, milestones with start/end months, review points, related outputs, expected completion, and key dependencies.

### D4. Key assumptions and dependencies

Identify any critical assumptions, approvals or dependencies that could affect the project timeline (e.g. ethics approvals, data access, partner inputs or seasonal constraints) (maximum 250 words).



# Part E: Research personnel

This section describes the project team, their roles, and expertise. Applicants should demonstrate the team’s capability, leadership, and access to specialist skills.

Provide a brief biography (maximum one A4 page) for each person, including relevant qualifications and experience, and for the lead researcher include links to publications or reports they authored.

If there are additional team members, provide their details in an attachment.

## E1. Lead researcher

Title, name and post-nominals	
Position at institution	
Faculty / School / Research centre	
Role in the project	
Email address	
FTE allocation to project (%)	

## E2. Other research team members

### Research team member 1

Title, name and post-nominals	
Position at institution	
Faculty / School / Research centre	
Role in the project	
Email address	
FTE allocation to project (%)	



### Research team member 2

Title, name and post-nominals	
Position at institution	
Faculty / School / Research centre	
Role in the project	
Email address	
FTE allocation to project (%)	

### Research team member 3

Title, name and post-nominals	
Position at institution	
Faculty / School / Research centre	
Role in the project	
Email address	
FTE allocation to project (%)	

## E4. Additional research personnel

Have details of additional research personnel been provided in an attachment to this application?

Yes

No



# Part F: Partnerships and collaboration

This section explains how partnerships and collaboration will support the research. Applicants should show that partnerships are meaningful, well-defined, and add value through expertise, data or practical insights.

## F1. Partner involvement

Do you intend to partner with organisations or individuals outside your university to deliver the proposed research?

Yes

No

## F2. Partner details

If you answered yes to the previous question, identify project partners and stakeholders in the table below. Describe the nature and purpose of their involvement. Proposed partners that have not been approached or engaged should not be listed.

If more than four partners are proposed or you require more space, provide details in an attachment using the same format (maximum one A4 page).

Partner / stakeholder name	Organisation type (Industry, Government, Education)	Contribution (Financial and/or in-kind, including estimated \$ value)	Role in the research	Partnership status (Confirmed, Agreed-in-principle, Discussion commenced)	Letter of support provided (Yes, No)



### F3. Additional partner information

Are details of additional research partners, or further information on those listed in the table, provided in an attachment?

Yes

No

### F4. Letters of support

Are letters of support from proposed research partners attached to this application?

Yes

No

Letters of support show that partnerships are genuine and aligned with industry or consumer needs. They are encouraged but not mandatory at submission of the application, though shortlisted applicants will be asked to provide them. Guidance and a template letter are available on our [Research Grant Program webpage](#).



# Part G: Budget

This section demonstrates how the proposed research will be funded and how resources will be used. Applicants should provide a clear and transparent budget that demonstrates the project is financially realistic, appropriately resourced, and represents value for money.

## G1. Budget summary

Provide the proposed total income and expenditure (excluding GST) for the project in the following tables. Ensure total income equals expenditure, the budget aligns with activities and outputs, cash and in-kind contributions are clearly distinguished and reasonably valued, and partner contributions match any letters of support.

## G2. Income sources

No.	Income source	Cash (\$)	In-kind (\$)	Total (\$)
1	Funding sought from the BPC			
2	Contribution from applicant educational institution			
3	Confirmed contributions from other sources:			
	• Foundations / trusts			
	• Industry partners			
	• Government partners (excluding the BPC)			
	• Other			
4	Requested but unconfirmed contributions from other sources:			
	• Foundations / trusts			
	• Industry partners			
	• Government partners (excluding the BPC)			
	• Other			
<b>Total income</b>				



### G3. Proposed expenditure

No.	Expenditure item	Cash (\$)	In-kind (\$)	Total (\$)
1	Salaries and wages			
2	Office supplies			
3	Advertising and promotion			
4	Travel			
5	Other projected costs or overheads (please specify):			
<b>Total expenditure</b>				

### G4. Other funding sources

Have you received, applied for, or are awaiting a decision on financial and/or in-kind support for the proposed research from other sources?

Yes

No

If yes, provide details of the funding source(s), amount(s), and status (received, pending or declined). If you need more space, you may include an attachment (maximum one A4 page).



## Part H: Project risks and mitigation

This section identifies the key risks to project delivery and how they will be managed. Applicants should focus on the most significant, realistic risks specific to the research and describe practical mitigation strategies.

If there are more than six risks or you require more space, use a separate attachment (maximum two A4 pages) in the same table format.

### Step 1: Identify the key risks

Consider risks that could prevent the research objectives from being achieved, delay the project, increase costs, or affect the quality, scope or usability of research outputs. Focus on the most significant risks – you do not need to list every minor risk.

### Step 2: Consider common risk categories

Common risk categories include but are not limited to:

- Methodology risks (issues with the research design, methods, data collection, or analysis that could affect validity, reliability, or feasibility)
- Schedule risks (delays in key milestones or outputs)
- Budget risks (costs exceeding estimates or funding shortfalls)
- Quality risks (issues affecting research quality, validity, or usability)
- Scope risks (changes to objectives, research questions, or outputs)
- Partnership/governance risks (coordination issues with partners, data access, or approvals)
- Human resource risks (loss of key personnel or insufficient expertise)

### Step 3: Complete the risk table

When completing the risk table, provide clear and concise information on each risk, including its description, likelihood, potential impact, and the mitigation strategies you will use to manage the risk:

- Risk: Provide a concise description of the risk. Focus on what could go wrong and the potential impact on achieving research objectives.
- Likelihood: Estimate how likely the risk is to occur (i.e. rare, unlikely, possible, likely, certain). Consider past experience, complexity, and dependencies.
- Impact: Assess the severity if the risk occurs (i.e. negligible, minor, moderate, major, catastrophic). Consider effects on schedule, budget, quality, scope, and feasibility.
- Mitigation strategy: Describe specific actions you will take to reduce the likelihood or impact of the risk. Include contingency plans or monitoring approaches.



## H2. Project risks and mitigation table

Risk	Likelihood (Rare, unlikely, possible, likely, certain)	Impact (Negligible, minor, moderate, major, catastrophic)	Mitigation strategy (Actions to reduce likelihood or impact)

## H3. Additional risk information

Is any additional risk information provided in an attachment to this application?

Yes

No



# Part I: Conflicts of interest

This section ensures transparency and integrity in the conduct of the research. Applicants should identify any actual, potential, or perceived conflicts of interest associated with the proposed research, including those involving researchers, partners or funders and describe how these will be managed or mitigated.

A conflict of interest arises where personal, financial, professional, or other interests could, or could be perceived to, influence the conduct, assessment or outcomes of the application or research. Conflicts may be actual, potential, or perceived, and can include financial relationships, consultancy arrangements, or close personal relationships with BPC staff.

## I1. Declaration of conflicts

Are there any actual, potential, or perceived conflicts of interest between the lead contact, research team, or partners and the BPC and/or its employee(s) (including contractors)?

- Yes
- No

## I2. Details of conflicts

If you answered yes to the previous question, provide details of each conflict of interest. Use a separate attachment (maximum two A4 pages) if more space is needed.

Name	Organisation	Description of conflict	How the conflict will be managed

## I3. Attachments

Are any additional conflicts of interest or further details provided in an attachment?

- Yes
- No



# Part J: Documentation checklist

This checklist helps ensure your application is complete. Use it to indicate included supporting documents.

Additional documents should be attached to your application and submitted as a single PDF file. Clearly label the document with the relevant section of the application form.

Only listed documents will be considered.

Incomplete applications may not be assessed.

## J1. Mandatory documents

Checklist item	Yes	No	Guidance
Application form fully completed	<input type="checkbox"/>	<input type="checkbox"/>	Check that all sections of the application form (Parts A to K) are complete.
Part D: Project timeline and milestones (D3)	<input type="checkbox"/>	<input type="checkbox"/>	Maximum two A4 pages. Concise timeline showing key stages, milestones, linked outputs, timing (months from commencement) and key dependencies. Table, Gantt chart, or visual format is acceptable.
Part E: Research personnel biographies	<input type="checkbox"/>	<input type="checkbox"/>	Maximum one A4 page per person. Include relevant qualifications and experience. Lead researcher's biography must include links to publications or reports they authored.



## J2. Supporting documents (optional)

Checklist item	Yes	No	Guidance
Part C: Additional methodology material (C6)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum two A4 pages.</p> <p>May include diagrams, tables, or additional methodological detail (e.g. conceptual frameworks, process flows, or study design).</p> <p>Include only if the additional information is directly relevant to the methodology and adds value.</p>
Part D: Additional research outputs (D2)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum one A4 page.</p> <p>Include only if your project has more outputs than can be listed in Part D1.</p>
Part E: Additional research personnel (E4)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Include only if there are more personnel than can be listed in Part E2.</p>
Part F: Additional research partner details (F3)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum one A4 page.</p> <p>Include only if there are more partners than can be listed in Part F2.</p>
Part F: Letter of support from research partners (F4)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Optional at application stage but encouraged.</p> <p>Maximum two A4 pages per letter. Should be on the partner's organisational letterhead, confirming contributions and project/organisational alignment.</p>
Part G: Other funding sources (G4)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum one A4 page.</p> <p>Include only if additional information is necessary to fully address Part G4.</p>
Part H: Additional risk information (H3)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum two A4 pages.</p> <p>Include only if there are more risks than can be listed in the table (H2), or additional information is necessary to fully address risks listed in the table.</p>
Part I: Additional conflict of interest information (I3)	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum two A4 pages.</p> <p>Include only if additional information is necessary to fully address Part I2.</p>



# Part K: Applicant declaration and signature

This section confirms the accuracy and integrity of the information provided in your application and establishes accountability for the submission.

An authorised representative from the applicant’s university is required to sign to confirm that the university endorses the application and will support the delivery of the proposed research if funded by the BPC.

## Declaration

Please read and complete the following declaration.

I declare that:

- The information provided by me in this application form is true and accurate, and I submit this application is based on my own investigations and determinations and I have used my own endeavours and efforts to verify the accuracy of all information supplied to and relied on by the BPC.
- I understand that the BPC may, in its absolute discretion, grant, not grant, or grant on any conditions that the BPC considers appropriate, any funding or other accommodation and that nothing in this application form will be taken as any promise that the BPC will grant funding or other accommodation.
- All relevant conflicts of interest have been declared in this application form, and I undertake to immediately notify the BPC of all conflicts of interest arising after this application form is submitted but before any formal funding agreement commences.

## Applicant (lead contact)

Name	Position / role	Signature	Date

## Authorised organisational representative

Name	Position / role	Signature	Date

End of application form. There are no further questions.