**SECTION A: SUMMARY GRANT DETAILS**

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| Total number of sheets contained in this application: |  |

# ORGANISATIONAL UNIT TO ADMINISTER THE GRANT (ie UQ School)

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# PROJECT TITLE

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# NAME OF APPLICANT

Full applicant details are provided in Part B of this application.

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| **Family name** | **Initials** | **School/Centre** |
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# PROJECT SUMMARY

* A plain language summary of the aims, significance and expected outcomes (approx. 100 words).

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# KEYWORDS

* Enter between one and six keywords to describe the proposed research.
* Keywords should be of the kind normally required for submitting an article to a major refereed journal.

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1. **RESEARCH CLASSIFICATIONS**

* List from highest % to lowest %, and in multiples of 10.
* FOR and SEO codes are available at: <http://www.uq.edu.au/research/research-management/research-classifications>
* Do not use codes ending in either ‘00’ or ‘0000’, as these are category headings.

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| **Field of Research (FOR)** – to total 100% | **%** |  | **Socio-Economic Objective**  **(SEO)** – to total 100% | **%** |
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1. **TYPE OF RESEARCH**

* Information on the types of research is available from:<http://www.uq.edu.au/research/research-management/type-of-activity-toa>
* Ensure your percentages total to 100%.

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| --- | --- | --- | --- |
| Pure | Strategic | Applied | Experimental |
| % | % | % | % |

1. **ETHICAL/OTHER CLEARANCES**

* If this application is successful, will you require ethical clearance?
* Please tick the relevant box.  **Yes** **No**

If yes, what category:

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| --- | --- |
| Human | http://www.uq.edu.au/research/integrity-compliance/human-ethics |
| Other | http://www.uq.edu.au/research/integrity-compliance/ Please specify: |

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| If UQ Ethical Clearance already exists, insert UQ Clearance No: |  |

1. **ADDITIONAL DETAILS**

* Have you submitted a similar application to any other scheme? **Yes** **No**

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| If yes, please provide details: |

**SECTION B: PERSONNEL AND RELATED DETAILS**

# APPLICANT DETAILS

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| Employee No. |  | | | | | | | | |
| Family name |  | | | | | | | Role |  |
| First name |  | | | | Second name | |  | | |
| Title |  | | | | | | | | |
| School | | | |  | | | | | |
| Faculty | | | |  | | | | | |
| Current Appointment & Level | | | |  | | | | | |
| Date of Appointment at UQ | | |  | | | Year of Expiry | |  | |
| E-mail | | | | | | Telephone | | | |
| Source of Salary | |  | | | | | | | |

1. **ARE YOU EMPLOYED ON A RESEARCH GRANT?**  **Yes** **No**

If yes: Please outline how the proposed New Staff Research Start-up project is clearly different from the grant on which you are employed.

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Have you obtained the agreement of the CI (in the Certification Section of this application, or in an attached supporting e-mail) to conduct the proposed New Staff Research Start-up project?  **Yes** **No**

1. **ARE YOU A RESEARCH FELLOW?**  **Yes** **No**

If yes: Please outline how the proposed New Staff Research Start-up project is clearly separate from, or an extension to, the Fellowship for which you are being funded. (NB: Some categories of Research Fellow are not eligible to apply under this scheme – please refer to the eligibility criteria for further information).

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**B4. ARE YOU ASSOCIATED WITH A COOPERATIVE RESEARCH CENTRE?** **Yes** **No**

If yes:

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| Name of the Centre: |

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| Percentage of your salary you receive from the Centre (to the nearest whole %): |  |

Please outline how the proposed Start-up project is distinct from the work funded by the CRC.

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(NB: Staff *employed directly* by a CRC are not eligible to apply under this scheme – please refer to the eligibility criteria for further information).

**B5. ARE YOU CURRENTLY COMPLETING A RESEARCH HIGHER DEGREE?** **Yes** **No**

If yes:

Please outline how the proposed New Staff Research Start-up project is clearly different from your research higher degree project and that the progress of your degree will not be affected by taking on the additional work outlined in this Start-up project.

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**\*\*Your application may not progress to assessment stage if you fail to provide this information\*\***

# SECTION C: BUDGET

# BUDGET

# Please note that you are required to detail in which calendar years you are intending to spend the funds, if successful. There will be no carry forward of funding between years. If you are commencing within the second half of a year and don’t anticipate that you will be able to spend the funds by the end of the year, we recommend that you request the funds be provided in the following year. If you have not spent all of the funds by the end of a calendar year, they will no longer be available in the following year.

I request that the funds be made available in the following calendar year:

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| **Detailed Budget**  *(List all items individually)* | **$ Amount Requested** | **Total** |
| **Personnel** *(include type of appointment and on-costs)*  *(see* Schedule of salaries for research support staff at the following address: *http://www.uq.edu.au/current-staff/index.html?page=11893* |  |  |
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| **Total:** |  |  |
| **Equipment**  *(items costing more than $1,000 each)* |  |  |
| *(Laptops are not eligible expenditure)* |  |  |
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| **Total:** |  |  |
| **Maintenance** *(Including equipment items costing $1,000 or less each)* |  |  |
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| **Total:** |  |  |
| **Travel**  *Information about travel/subsistence/per diem rates is available at:*  [*http://www.fbs.uq.edu.au/?page=181401&s=bb69e1bb99bf56511247cab792d4deec*](http://www.fbs.uq.edu.au/?page=181401&s=bb69e1bb99bf56511247cab792d4deec) *[UQ login required] (Travel costs cannot exceed 50% of budget)* |  |  |
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| **Total:** |  |  |
| **Other** |  |  |
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| **Total:** |  |  |

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| **GRAND TOTAL *(must not exceed $5,000)*** |  |  |

# JUSTIFICATION OF YOUR BUDGET

In **no more than ½ A4 page,** justify in terms of need and cost, each budget item requested. Structure your budget justification under the same headings used in the table above (Personnel, Maintenance, Travel etc).

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#### **SECTION D: PROJECT DESCRIPTION**

Provide the following information in **no more than 3 A4 pages**.

# AIMS AND BACKGROUND

* Describe the aims and background to the project.
* Include information about recent international progress in the field of the research, and the relationship of this proposal to work in the field generally.

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# SIGNIFICANCE AND INNOVATION

* Describe how the research is significant and whether the research addresses an important question or problem.
* Describe how the anticipated outcomes will advance the knowledge base of the discipline and why the project aims and concepts are novel and innovative.
* Describe how this proposal is expected to advance your own research profile/program, and lead to an external grant application. Indicate which external agency(ies) would be likely to fund this proposal.

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**D3. APPROACH AND METHODOLOGY**

* Outline the conceptual framework, design and methods and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the project.

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# D4. NATIONAL BENEFIT

* Describe the expected outcomes and the likely impact of the proposed research. Describe how the research project might result in economic, environmental and/or social benefits for Australia.

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# D5. REFERENCES

Include a list of all references. This list may be in 10 point font and will be in addition to the page limit (3) for this section.

**APPLICATION CERTIFICATIONS**

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| **Certification by Applicant**  I certify that:   1. To the best of my knowledge, all the details on this application form are true and complete. 2. I have complied with the *New Staff Research Start-up Fund Guidelines and Instructions to Applicants* and if I am successful I will accept the Conditions of Award relating to this scheme. 3. I will comply with all necessary UQ policies and procedures in discharging my responsibilities under this grant. 4. I understand and agree that all ethical clearances must be met before the proposed research can commence. 5. In submitting this application, I consent to its referral to internal (UQ) assessors for consideration. |
| **Signature of Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

In addition, if the Applicant is currently employed on a research grant, a certification is required from the first-named CI of that grant that the Applicant has the time and capacity to undertake the proposed New Staff Research Start-up project.

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| **Certification from leading CI (only required if Applicant is employed on a grant)** |
| **Signature of CI**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of CI**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Endorsement by Chair of School research committee (where applicable)**  I endorse the submission of this New Staff Research Start-up Fund proposal.  **Certification by HOS:** I certify that:   1. The project, if funded under this grant application, can be accommodated within the general facilities in my organisational unit and that sufficient working and office space is available for any proposed additional staff. 2. I am prepared to have the project, if funded under this grant application, carried out in my organisational unit under the circumstances set out by the Applicant. 3. I have noted the amount of time that the Applicant will be devoting to the project and agree that it is appropriate to existing workloads. |
| **Signature of School Research Committee Chair** *(where applicable)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_  **Signature Head of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please submit the completed and signed application form to the Office of the Associate Dean (Research), Level 3, GPN3 (39A), Faculty of Business, Economics and Law, GPN3 (#39A), The University of Queensland, St Lucia campus, Brisbane, 4072.**

**Also submit one identical e-copy to** research@bel.uq.edu.au

Note that your application will not be processed until the Faculty has received a hard copy and electronic copy of your application.