Applications are submitted to Centre for Digital Cultures & Societies at[**digitalcultures@hass.uq.edu.au**](mailto:digitalcultures@hass.uq.edu.au)

Applications are due **Monday 4 March at 5pm.**

|  |  |
| --- | --- |
| **SECTION A – Project** | |
| **Please provide details of your project:** | |
| **Title** |  |
| **Summary** | |
| A plain language summary of the project (approx. 200 words) | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION B – Personnel** | | | | | | |
| **Please provide details of the project’s personnel:** | | | | | | |
| **Lead** | | | | | | |
| **Title** |  | **Name** |  | | | |
| **School/Institute/Centre** |  | | | | | |
| **Email** |  | | | | **Phone** |  |
| **Other Collaborators** *Please name any other staff/students involved within UQ or potential external collaborators. This is not a requirement of the scheme for consideration.* | | | | | | |
| **Name/s** | | | | **School/Centre/Institute/External stakeholders** | | |
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| **SECTION C – Activity Pitch** |
| **In 1-2 pages (Maximum) please outline what is the activity, why and how it will be completed by 31 December 2024:** |
| **Why this activity?** *(What are you planning to do and how will it lead to meaningful research outcomes)*  **Why now?** *(How can this activity occur by end of 2024 and why is now a key point in time for it to be undertaken)*  **Why you?** *(How are you positioned to undertake the activity and who are you working with to make it happen)*  **Why DCS?** *(How does the research environment or connection to DCS provide support to the activity)*  **Other Information to be considered** *(outline any risks to this research activity being completed in terms of scope or timeline or your capacity that should be considered, what else do you need from DCS)* |

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| **SECTION D – Activity Budget** |  |
| **Budget Items** | **Amount Requested** |
| **Personnel** (include type of appointment and on-costs for research assistance or request for marking assistance) |  |
|  |  |
| **Total** |  |
| **Equipment** (items costing more than $500 each) |  |
|  |  |
| **Total** |  |
| **Maintenance** (Including equipment items costing $500 or less each) |  |
|  |  |
| **Total** |  |
| **Fieldwork Travel (Local or interstate only)** |  |
|  |  |
| **Total** |  |
| **Other** |  |
|  |  |
| **Total** |  |
| **Engagement and Translation Activity** (items costing no more than $2,000) |  |
|  |  |
| **Total** |  |
|  | |
| **GRAND TOTAL** |  |

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| **SECTION E – Budget Justification** |
| In no more than **1-2 paragraphs**, justify in terms of **need** and **cost**, each budget item requested.  When justifying Personnel costs explain what tool/resources were used (ie. UQ Costing and Pricing Tool). |

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| **SECTION F – Certifications** |
| **Certification by Lead**  I certify that -   1. To the best of my knowledge, all the details on this application are true and complete. I acknowledge that I may be asked to provide further information relating to the application. 2. I have considered the scheme Guidelines in the preparation of this application. 3. I will comply with all necessary UQ policies and procedures in discharging my responsibilities under this funding scheme upon finalisation of program activity and budget. 4. I understand and agree that all ethical clearances must be met before the proposed research can commence. |
| **Signature of Lead** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Lead Head of Unit Certification:**  I certify that -   1. The project, if funded under this grant application, can be accommodated within the general facilities in my unit 2. I am prepared to have the project, if funded under this grant application, carried out in my unit under the conditions set out by the Centre for Digital Cultures & Societies 3. I have noted the amount of time that the Lead will be devoting to the project and agree that it is appropriate to existing workloads and service roles. 4. I confirm the quality of the student learning experience will be maintained while the Lead is supported to deliver on this project |
| **Head of Unit**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School/Centre/Institute**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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