Centre for Digital Cultures & Societies
2025 Funding Scheme
Application Form

THE UNIVERSITY OF QUEENSLAND AUSTRALIA | CREATE CHANGE

Applications are submitted to Centre for Digital Cultures & Societies at **digitalcultures@hass.uq.edu.au**
Applications are due **Monday 21 April 2025 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

SECTION C – Activity Pitch

In 1-2 pages (Maximum) please outline what is the activity, why and how it will be completed by 30 June 2025:

Research problem, question and design
Why this activity? *(What is the research challenge or question? What are you planning to do and how will it lead to meaningful research outcomes. Please provide a detailed summary of project activities, who will undertake these activities, and a corresponding 2025/ 2026 timeline.)*

Significance and outcomes
Why now? *(How can this activity occur by June 2026 and why is now a key point in time for it to be undertaken. How will this project extend or accelerate future work beyond academic publications. What will be the outcomes and future work this project enables?)*

Investigator and research environment
Why you? *(How are you positioned, in terms of track record and collaborations, to undertake the activity and who are you working with to make it happen?)*

Links to the Centre for Digital Cultures and Societies
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)

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	

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).

SECTION F – Certifications

Certification by Lead

I certify that -
i)   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.
ii) I have considered the scheme Guidelines in the preparation of this application.
iii) 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.
iv) I understand and agree that all ethical clearances must be met before the proposed research can commence.

Signature of Lead _____ **Date**_____

Lead Head of Unit Certification:

I certify that -
i)   The project, if funded under this grant application, can be accommodated within the general facilities in my unit
ii) 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
iii) 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.
iv) 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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