**HASS Enabler Funding Scheme (HASS EFS) – Application Form**

**Round 1**: Applications due **Friday 11 June 2021** - Funds will need to be fully expended by 15 December 2021

**Round 2**: Applications due **Friday 17 September 2021** - Funds will need to be fully expended by 15 December 2022

Applications are to be submitted to the HASS Faculty Research Office at[**research@hass.uq.edu.au**](mailto:research@hass.uq.edu.au)**.**

Please carefully review the Guidelines and Conditions of Award before completing this form.

|  |  |  |
| --- | --- | --- |
| **SECTION A – Project** | | |
| **Please provide details of your project:** | | |
| **Round** | **1** | **2** |
| **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** |  | | | | | |
| **Email** |  | | | | **Phone** |  |
| **Co-Lead/s** *If relevant for a Team application ONLY otherwise leave blank – all named Leads must meet eligibility criteria* | | | | | | |
| **Name/s** | | | | **School** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Other Collaborators** *For single or Team application please name any other staff involved within UQ or potential external collaborators. This is not a requirement of the scheme for consideration. Anyone listed here does not need to meet eligibility criteria but could be a key collaborator or mentor. This question is here to provide an opportunity to expand on the networks/collaborations of the Lead or Co-Leads if useful otherwise leave blank.* | | | | | | |
| **Name/s** | | | | **School/Centre/Institute** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Eligibility Comments (if required):**  *Eligibility of all Lead and Co-Leads (where relevant) will be reviewed by the HASS FRO as per the Guidelines. Eligibility queries should be checked with the HASS FRO before submitting an application for consideration.*  *If any Lead or Co-Lead needs to make a statement in regard to their eligibility, please do so here.* | | | | | | |
|  | | | | | | |

|  |
| --- |
| **SECTION C – Response to Scheme Criteria** |
| **In no more than 1 A4 page please provide your response to the criteria:** |
| **Concrete research outcomes (eg publications/creative works)**  *Describe what will be produced or outcomes*  **Potential for the activity to lead to future research activity (e.g., an external funding opportunity)**  *Describe the rationale for your approach and timeline and how this will lead to future research activity*  **Relative to opportunity research track record (include all Co-Leads as relevant for a Team application)**  *Provide a short overview of your track record relative to opportunity. Include a link to UQ Researchers profile or an online CV where available.*  **Impact of COVID-19 and other equity considerations**  *Describe briefly impact of COVID-19 to your research productivity.*  **Alignment with school research priorities**  *Identify how your research activity and proposed outcomes will support identified school priorities and initiatives*  ***Any other Details***  *Include anything else you consider relevant for consideration* |

|  |  |
| --- | --- |
| **SECTION D - Budget** |  |
| **2021 Budget Items – Round 1 and Round 2 (as relevant)** | **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** |  |
| **TOTAL** |  |
|  | |
| **2022 Budget Items – Round 2 Only** | **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** |  |
| **TOTAL** |  |
| **GRAND TOTAL – Round 1** |  |
| **GRAND TOTAL – Round 2** |  |

|  |
| --- |
| **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).  You are asked to demonstrate your ability to expend these funds by the relevant deadline - **Round 1:** 15 December 2021, **Round 2:** 15 December 2022. |

|  |
| --- |
| **SECTION F – Certifications** |
| **Certification by Lead (and/or Co-Leads as relevant to a Team project):**  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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Co-Lead** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (delete or add as relevant) |

|  |
| --- |
| **Lead Head of School Certification:**  I certify that -   1. The project, if funded under this grant application, can be accommodated within the general facilities in my school 2. I am prepared to have the project, if funded under this grant application, carried out in my school under the conditions set out by the Faculty 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 School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Co-Lead Head of School Certification** (delete or add as relevant)   1. I have noted the amount of time that the Co-Lead will be devoting to the project and agree that it is appropriate to existing workloads and service roles. 2. I confirm the quality of the student learning experience will be maintained while the Co-Lead is supported to deliver on this project   **Co-Lead Head of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Round 1:** Applications due **Friday 11 June 2021**

**Round 2:** Applications due **Friday 17 September 2021**

Applications are to be submitted to the HASS Faculty Research Office at[**research@hass.uq.edu.au**](mailto:research@hass.uq.edu.au)**.**

Please carefully review the Guidelines and Conditions of Award before completing this form.