Applications are to be submitted to the Digital Cultures and Societies Hub at[**digitalcultures@hass.uq.edu.au**](mailto:digitalcultures@hass.uq.edu.au)

Applications are due **Monday 16 May at 5pm.**

Please carefully review the Guidelines and Conditions of Award before completing this form. Applicants might be required to provide additional information upon request.

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

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| **SECTION B – Personnel** | | | | | | |
| **Please provide details of the project’s personnel:** | | | | | | |
| **Lead** | | | | | | |
| **Title** |  | **Name** |  | | | |
| **School/Institute/Centre** |  | | | | | |
| **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/Institute/Centre** | | |
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| **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** | | |
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| **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.* | | | | | | |
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| **SECTION C – Response to Scheme Criteria** |
| **In 1-2 pages please provide your response to the criteria:** |
| **Project Description** *Describe what you will do, what will be produced and the outcomes*  **Potential for the activity to lead to future research activity and impact** *Describe the rationale for your approach 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. Please include details of your currently funded research projects and source of funding if not available in your online profile (ie. Internally funded projects).*    **Alignment with Digital Cultures and Societies research agenda**  *Identify how your research activity and proposed outcomes will support the development of a vibrant intellectual culture and quality outcomes for digital cultures and societies research. You may address how your projects fits with one of the initial themes.*  **Plan for collaboration, mentorship and/or engagement** *Outline how collaboration, mentorship and/or engagement is incorporated into the project activity and outcomes. You should include here plans to contribute to the Hub through working groups and a public talk, seminar or workshop.*    ***Feasibility and Timeline*** *Briefly outline any potential risks or contingencies that will impact your ability to complete the project in the timeline. This could include additional resources needed beyond the budget request that may require Hub support.*  ***Any other Details***  *Include anything else you consider relevant for consideration* |

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| **SECTION D - 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 (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) |

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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 DCS Hub 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Co-Lead Head of Unit 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 Unit**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School/Institute/Centre**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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