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 1 August 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 proposed industry collaboration activity:** | |
| **Title** |  |
| **Summary** | |
| A plain language summary of the activity (approx. 200 words) | |

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| **SECTION B – UQ Staff and Industry Collaborators** | | | | | | | |
| **Please provide details of the project’s personnel:** | | | | | | | |
| **Lead** | | | | | | | |
| **Title** |  | | **Name** |  | | | |
| **School/Institute/Centre** |  | | | | | | |
| **Email** |  | | | | **Phone** | |  |
| **Other UQ Collaborators** | | | | | | | |
| **Name/s** | | **School/Institute/Centre** | | | | | |
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| **Community and Industry Collaborators** | | | | | | | |
| **Organisation** | | **Contact Name (if known)** | | | | **Status (New, Emerging, Existing)** | |
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| **Eligibility Comments (if required):**  *Eligibility will be reviewed by the DCS Hub as per the Guidelines. Eligibility queries should be checked with the HASS FRO before submitting an application for consideration.* | | | | | | | |
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| **SECTION C – Response to Scheme Criteria** |
| **In 1-2 pages please provide your response to the criteria:** |
| **Defined community activities, public engagement and industry collaboration that will foster and sustain mutually beneficial relationships for HASS and its collaborators**  *Describe what the activity will be*  **Potential for the activity to lead to future public engagement and/or research activity and impact** *Outline the rationale for your approach:*  *Name and describe your intended Community and Industry Collaborators*  *Summarise the interactions between you and the Collaborator/s so far.*  *Describe the relevance and significance the collaboration in terms of its maturity and viability.*  *While not required you can include a short statement or email from your collaborator/s if relevant.*  **Relative to opportunity research track record**   *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 Hub public engagement and research objectives** *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 activity fits with one of the initial themes.*  **Plan for collaboration, mentorship and capacity building 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** |  |
|  |  |
| **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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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