****

Seed Funding

**APPLICATION FORM**

**Round 4**

|  |
| --- |
| **SECTION 1: APPLICANT DETAILS (CIA)** |
| **Title** |  |
| **First Name** |  | **Second Name** |  |
| **Surname** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  | **Phone** |  |

|  |
| --- |
| **SECTION 2: PROJECT** **TEAM**  |
| Please duplicate the table below for each applicant. |

|  |
| --- |
| **APPLICANT CI - B** |
| **Title** |  |
| **Surname** |  |
| **First Name** |  | **Second Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  | **Phone** |  |

|  |
| --- |
| **APPLICANT CI – C** |
| **Title** |  |
| **Surname** |  |
| **First Name** |  | **Second Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  | **Phone** |  |

|  |
| --- |
| **APPLICANT AI**  |
| **Title** |  |
| **Surname** |  |
| **First Name** |  | **Second Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  | **Phone** |  |

**For EACH CI applicant, please attach brief curriculum vitae (maximum of 2 A4 pages) that includes:**

* Qualifications
* Relevant employment history
* A brief paragraph summarising the major themes/areas of research in which you are involved
* Brief details of any grant funding for the last five years
* 5 Career best publications, indicating those publications relevant to this proposal
* Any awards and prizes

|  |
| --- |
| **SECTION 3: PROJECT DETAILS** |
| **Project Title** |
| **Proposal Summary** Please provide a **written proposal summary** (approx. 200 words) focusing on the aims, significance, expected outcomes and benefits of the project – please use plain English. |
| Have you submitted a similar application to any other funding scheme?Have you received any funding for any part of this project?Is this research part of a higher research degree?Are there any infringements to IP ownership by The Hopkins Centre for this project? | **Yes** [ ] [ ] [ ] [ ]  | **No****[ ]** **[ ]** **[ ]** **[ ]**  |
| **If yes to any of above, please provide details.**  |
| In **no more than two A4 pages in 11 point font**, please explain:* What you plan to do (provide sufficient detail of aims, research questions, approach/design, method (participants/recruitment procedure, measures/data collection, analysis) to enable assessment of project quality
* How this project is significant and/or innovative or novel
* Project timeline
 |
| In **no more than ½ A4 page in 11 font** please describe: Key outcomes from the project, including how the project will contribute to improvements in practice and or service delivery |
| In **no more than ½ A4 page in 11 font** please describe: The collaborative and interdisciplinary strengths of the project |
| In **no more than ½ A4 page in 11 font** please describe:The capacity of the interdisciplinary team to undertake the proposed project within budget and timeframe |
| In **no more than ½ A4 page in 11 font** please describe:Your knowledge translation plan, including how you plan to translate the findings of this project and where relevant, how you will translate the findings to other practice areas or services |

|  |
| --- |
| **SECTION 4: BUDGET DETAILS** |
| **DETAILED BUDGET –** (List all items individually**N.B. Funds must be expended in 2019.**  | **AMOUNT REQUESTED** |
| **Personnel** (include type of appointment, on-costs and employing organisation) |  |
|       |       |
|       |       |
| **Total** |  |
| **Equipment** (items costing more than $500 each) |  |
|       |       |
|       |       |
| **Total** |  |
| **Maintenance** (Including equipment items costing $500 or less each) |  |
|       |       |
|       |       |
| **Total** |  |
| **Travel** |  |
|       |       |
|       |       |
| **Total** |  |
| **Other** |  |
|       |       |
|       |       |
| **Total** |  |
| **GRAND TOTAL** (must not exceed $30,000) |       |

|  |
| --- |
| **SECTION 4B: BUDGET JUSTIFICATION** |
| In no more than **half an A4 page**, justify in terms of **need, cost** and **location of research activity** for each budget item requested. Structure your budget justification under the same headings used in the budget table (i.e. Personnel, Maintenance, etc.).       |

|  |
| --- |
| **SECTION 5: APPLICANT CERTIFICATION** |
| **Certification by CI - A**I certify that -1. To the best of my knowledge, all the details on this application form are true and complete and all CIs/AIs have agreed to participate.
2. I have complied with the *2018 Seed Grant* *Guidelines* and if I am successful I will accept the Conditions of Award relating to this scheme.
3. I will comply with all necessary Griffith University and Metro South Health policies and procedures in discharging my responsibilities under this grant.
4. I understand and agree that all ethical clearances must be met before the proposed research can commence.
 |
| **Full Name and Title** | **Organisation** | **Signature of Applicant** | **Date** |
|  |  |  |  |

|  |
| --- |
| **SECTION 6: CERTIFICATION AND APPROVAL TO PROCEED** |
| **Certification by Administrating Organisation Head of Department (or equivalent)**Please include evidence (email/letter or signature) to certify that your organisation has agreed to the following:1. The project can be accommodated within the general facilities and resources in my organisation under the circumstances set out by the Applicant.
2. I have noted the amount of time that the CIA will be devoting to the project and agree that it is appropriate to existing workload.
 |
| **Approval to Proceed (or attach email/letter of approval)****Signature of Head of Department (or equivalent)** …………………………………………………… **Date:** ……………………………..**Organisation Name** ………………………………………………………………… |

**Submission**

Please submit your completed application form and supporting documents, as a single pdf document.

 “[CIA name]\_Round42018\_ SeedGrant”

Submit application form to hopkinscentre@griffith.edu.au

**Submission due date: 5pm, 12 October 2018**

Applicants will be notified regarding the outcome of their application by mid November 2018.

Enquiries may be directed to: Professor Michele Foster michele.foster@griffith.edu.au or email hopkinscentre@griffith.edu.au.