**Macquarie Minds and Intelligences Initiative**

**Early Career Researcher Funding Application Form**

**Assessment criteria and guidelines**

MMII will provide funding support of up to **$**5,000 to ECRs to support research costs, fieldwork costs, publication costs and/or travel to conferences. Applications will be ranked on the expected outcomes and outputs and should fall within the scope of one or more of the MMII research programs. More information can be found on the [MMII website](https://www.mq.edu.au/research/research-centres-groups-and-facilities/groups/macquarie-minds-and-intelligences-initiative/our-research). The applicant must be an ECR, within 7 years of PhD award (relative to opportunity and excluding career disruptions). Applicants may be at an academic level of A, B or C only. Applicants must be employees of Macquarie University. Casual employees must have applications countersigned by a sponsor who is a continuing academic at level D or E. The sponsor agrees to guarantee the reporting requirements for the applicant.

By submitting the application, the lead applicant agrees to:

1. Administering the funds in accordance with the stated aims and budget
2. Provide a short (maximum 2-page) summary of the study outcomes and expenses at end of the calendar year in which the funds were awarded
3. Present findings from this research at the annual MMII summit, or MMII seminar series, and acknowledge MMII as a funding body in any journal publications and/or presentations arising from this research

**IMPORTANT INFORMATION**

Successful applicants must spend the funds within the same calendar year the money was awarded. Funds will expire at the end of each calendar year.

Funds must be used as outlined above for direct research costs, fieldwork costs, conference registration and travel, and/or publication costs. Funds cannot be used to pay salary (e.g. research assistant support).

Previously successful applicants may reapply but must have submitted their 2-page summary to be eligible.

**FORMATTING REQUIREMENTS**

All text must be in 12-point font (references may be in 10-point font).

**SUBMISSION**

Applications are due at 5pm on Monday 11th of March.

Please submit all applications to [kevin.danastas@mq.edu.au](mailto:kevin.danastas@mq.edu.au)

**Application Form**

1. **Applicant Information**

|  |  |
| --- | --- |
| **Name and Title** |  |
| **OneID** |  |
| **Email** |  |
| **Department / School / Research Centre** |  |
| **Faculty** |  |
| **MMII Research Program** | **Kinds of Minds**  **Decision Intelligence**  **Minds and Culture**  **Attention and Action** |
| **Employment status**  **(continuing or fixed term)** | **Continuing**  **Fixed Term; Contract end date:**  **Casual** |
| **Academic level (A, B, C)** |  |
| **Date of PhD conferral** |  |

**2. Explanation and Justification of ECR Status Relative to Opportunity (if required)** (limit response to 150-250 words)

Provide a justification of your ECR status if your PhD was conferred before 2016. This may include, but is not restricted to, significant career interruptions (e.g., parental leave) and periods of non-research or part-time employment.

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**3. Description of Expenditure and Expected Outputs and Outcomes** (limit response to 500 words)

Describe how you would use the funds and explain why this is important to your research and/or researcher goals. Include a timeline of when funds will be expended. In your description provide information on the **expected outputs** (conference presentation, generation of preliminary data etc.) and **expected outcomes** (overall goal of your research) that this funding opportunity will help achieve, and how this will advance the knowledge relating to MMII.

***If you are applying for funds to cover*** ***open access publishing fees***, please include the journal name, the current progress on the manuscript and your expected submission date. As awarded funds need to be spent by the end of the year, only those applicants who are deemed likely to have their manuscript accepted within this period will be considered for open access publishing costs.

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| **Project title:** |
|  |

**4. Budget** (This scheme will provide a maximum of $5,000). Funds cannot be used for salary.

|  |  |
| --- | --- |
| **Item** | **Cost ($)** |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**5. Budget Justification** (limit response to 400 words)

Justify each budget item by clearly indicating why the amount requested is appropriate. Include information about costs e.g., provide links to websites or attach documentation for quotes. Any equipment purchased with these funds must adhere to the [internal procurement policies](https://staff.mq.edu.au/support/financial-and-legal/strategic-procurement).

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**6. Previous Successful Applicants**

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| **Have you previously been awarded an MMII ECR grant?** | **Yes – please attach your 2-page report with your application**  **No** |

**7. Certification by the Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Signature |  | Date |  |
|  | | | |