**MQACRC Travel Scheme 2016**

This form must be submitted by email to acrc@mq.edu.au by 5 pm on **Friday May 6th**.

**A. Applicant Details**

1. Applicant Details

|  |  |
| --- | --- |
| Surname |  |
| Given name |  |
| Email |  |

2. Fellowship Sponsor Details

Please provide the name of the Centre member supporting the application

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|  |

**B: Project Description**

## 1. Project title

Provide a short descriptive title of no more than 20 words.

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|  |

## 2. Project summary

In no more than 750 characters (c. 100 words) and in plain language, provide a summary of the project referring to its aims, significance and expected outcomes.

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|  |

**C. Applicant Track Record Relative to Opportunity**

List the following under the headings given below (no page limit):

PhD: Title, supervisor, and date of award.

Publications (include full publication details)

Prizes and Scholarships (include year awarded, awarding body, and financial value [if relevant])

## D. Project Description

In no more than 1 page detail the research that will benefit from the proposed travel. Delete these instructions and those under the subheadings below, leaving only the headings (you may use further subheadings if you wish). Do not adjust spacing or margins and use Times New Roman 12 point font.

**Project Title** (this must be the same as in **B1**)

**Background**

* Briefly describe the background to the project, and the relationship of this proposal to work in the field.

**Project Aims, Significance and Innovation, and Expected Outcomes**

* Outline the aims of the project.
* Describe how the research is significant, and the important problem within the discipline that the research addresses.
* Describe the anticipated outcomes and discuss how they advance the knowledge base of the discipline.

**Approach and Methodology**

* Outline the conceptual framework, design, and methods.
* Include a time-line of activities.

**Research Environment**

* Describe how the project relates to areas of current or emerging research strength within the MQACRC.

**References (included in the page limit)**

* List references for works referred to in the proposal.
* These may be reproduced in 10pt font.

**E. Budget**

Provide a budget showing how the funds will be spent. Provide details under each subheading as necessary.

|  |  |
| --- | --- |
| **Item** | **Amount**  |
| Fares |  |
|  |  |
| Accommodation |  |
|  |  |
| Other  |  |
|  |  |
| **Total** |  |

**F. Budget Justification**

In no more than 1 page, and using the same headings as in Section E, fully justify each budget item in terms of necessity and cost, including quotes for each budget item. Attach quotations from travel accommodation providers for all items.