# MQ Primary Carer Support

# for Conference Attendance

# Application Form 2018

Closing Dates:

* Friday 30 March 2018
* Friday 22 June 2018

*Out of session applications may be accepted under extenuating circumstances, please contact the Research Office Scheme Contact for advice in any such situation*

## Submission Instructions:

## Applications must be submitted as a single PDF attachment (converted not scanned) within the [Pure Research Management System](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-project-form). A [Quick Reference Guide](https://wiki.mq.edu.au/download/attachments/257395315/2%20-%20Create%20and%20submit%20a%20grant%20application%20as%20a%20Researcher.pdf?version=2&modificationDate=1504154725000&api=v2) is available which explains how to create and submit a grant application as a Researcher through this system.

## Files should be named according to the following convention: “Surname\_MQPCS” e.g. “Smith\_MQPCS”.

* **Hard copies will not be accepted.**

1. **Applicant Details**

*Details here should match the details provided in your Pure record.*

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| --- | --- |
| **Name (incl. title)** |  |
| **Position (incl. details of joint appointment(s)** |  |
| **Faculty** |  |
| **Department** |  |
| **Email** |  |
| **Phone** |  |

1. **Conference Details**

Provide the name of the proposed conference

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Provide the dates of the proposed conference

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Provide the title of the paper or poster to be presented at the conference

* *If possible, please provide written confirmation of acceptance of a presentation (either talk or poster, via letter, fax or email) from the relevant organisers as an attachment in your submission email*

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Provide a rationale outlining nature of participation in the conference, including:

* an explanation of the significance or status of the forum
* the review process or invitation for your participation in the forum

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Explain how this paper or poster is relevant to your research

(approximately 150 words or less)

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Explain how attendance at the conference is important for your research career (approximately 150 words or less)

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**3. Rationale**

Provide a detailed rationale justifying the application for carer support in view of your usual caring arrangements and your need for **extraordinary** arrangements to support conference attendance. Describe, where appropriate, why alternative, less expensive options are not available, including care by other family members.

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**4. Budget and Justification**

Please provide your budget request and detailed justification in the table below.

*Funding of up to $500 may be requested for a conference within the Sydney metropolitan area, $1000 for a national conference outside the Sydney metropolitan area, and $2000 for an international conference. Please see the Funding Rules for details on supported costs.*

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| --- | --- | --- |
| **Budget Item** | **Cost** | **Justification** |
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**5. Previous Funding**

Detail any previous funding received under this program

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**6. Research Active Status**

Please demonstrate below that you meet the Research Active criteria according to the [Macquarie University definition](https://staff.mq.edu.au/research/strategy-priorities-and-initiatives/strategic-research-framework/Research-Active-Definition-revised-October-2016.pdf)

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**7. Checklist**

***(Double Click to activate check boxes)***

All fields in this application form complete:

Written confirmation of conference attached:

Head of Department letter of support attached:

Itinerary attached (if applicable):

Application submitted and approved by Head of Department through [Pure Research Management System](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-management-system) :

**8. Declaration**

By submitting this application, I confirm I have read the Funding Rules and conditions of grants under this program, including relevant Macquarie policies, and certify that to the best of my knowledge the information provided in this form is correct and discloses a full and accurate picture

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_