|  |
| --- |
| **RESEARCH AWARDS FOR ACADEMIC STAFF FOLLOWING PARENTAL LEAVE**  **Application Form** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Details** | | | | |
| Return completed application form with the research proposal and supporting materials attached as one document to the form. | | | | |
| **Staff ID:** |  | **School/Institute:** |  | |
| **Surname:** |  | **Faculty:** |  | |
| **First name:** |  | **Campus:** |  | |
| **Position:** |  | **Contact Phone:** |  | |
| **Year PhD Awarded:** |  | **Email:** |  | |
| **Academic Career Pathway:** |  | **Commencement Date at ACU:** |  | |
| **Approved Leave\* Dates** | | | | |
| **Commencement Date of Approved Leave** | **Date Returned to Work** | **Leave Type**  (list each type of paid/unpaid leave taken) | **Total Period of Leave** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| \*Approved Leave taken in association with the birth of an infant or the adoption of an under school-age child. | | | | |
| **Academic Record** | | | | |
| List all award courses that you are currently or have been enrolled in at a tertiary institution | | | | |
| **Institution** | **Qualification** | | | **Completion Date**  (inc. year or ‘incomplete’ and show years of enrolment) |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Research Project Information** | | | | | | | |
| Project Title: | |  | | | | | |
| Proposed Start Date: | |  | | | | | |
| Proposed End Date: | |  | | | | | |
| Name of Mentor: | |  | | | | | |
| Affiliation of Mentor (Institution/School/Research Institute/Faculty): | |  | | | | | |
| Is the intended award for the purpose of completing a doctorate or other post-graduate studies?  Yes  No | | | | | | | |
| Have you previously received this award?  Yes  No If yes, date awarded: | | | | | | | |
| **Research Project Proposal** | | | | | | | |
| 1. Applicants must attach an outline (maximum three (3) pages) of the proposed research project including:  * A ‘lay’ summary (for the non-discipline specialist reader) of the Research Project aims, significance, approach and expected outcomes (maximum 100 words) * Aims * Methodology / Approach to be taken * Project Plan – including a timeline for completion and any time required by the applicant to be away from the University * Expected research outcomes * Explain how this project will lead to research outputs (i.e., ARC, NHMRC, HERD-C publications)  1. an indicative Budget | | | | | | | |
| **Special Conditions (outline the impact of Covid-19 on the applicant’s research), max 300 words** | | | | | | | |
|  | | | | | | | |
| **Supporting Material Checklist** | | | | | | | |
| Applicants are to confirm inclusion of the following supporting material/s: | | | | | | | |
| **Item** | | **Material** | | | **Check Box for Inclusion** | | |
| Research Track Record | | A copy of the applicants up to date ORION record | | |  | | |
| Profile of Research Background | | A maximum one (1) A4 page profile of your research and external engagement activities, experience and strengths and detail how this project relates to your School/Institute and Faculty research area/priorities. | | |  | | |
| The Award in the context of your Academic Career Pathway and Plans | | A maximum one (1) A4 page statement describing your career plan and how you view this application in that context. | | |  | | |
| Mentor | | A letter of support and agreement from your intended mentor | | |  | | |
| National Head of School / Institute Director/ Dean[[1]](#footnote-2) | | A statement of support from the National Head of School/ Institute Director / Dean or equivalent for non-faculty staff who has agreed to support and sign your application | | |  | | |
| Faculty | | A statement of support by the Executive Dean or nominee of the Faculty | | |  | | |
| The applicant’s research proposal and supporting material/s are to be attached to the application form as one document for submission. | | | | | | | |
| **Signatures** | | | | | | | |
| Applicant Name:  (please print) |  | | Signature: |  | | Date: |  |
| Name of National Head / Institute Director or Dean:  (please print) |  | | Signature: |  | | Date: |  |
| Name of Executive Dean (or nominee):  (please print) |  | | Signature: |  | | Date: |  |

**Please submit a copy of this completed form and attachments to the Office for Research via the res.development@acu.edu.au by the due date and time.**

ACU collects personal information for the purposes of ACU’s functions and activities. It collects personal information about staff, students and other individuals who have dealings with ACU for administrative need, to conduct its business, for legislative compliance or for research purposes. Further information is available in [ACU’s Privacy Policy](http://www.acu.edu.au/policy/governance/privacy_policy_and_procedure/privacy_policy).

1. Refers to the Deans of Thomas More Law School and LaSalle Academy [↑](#footnote-ref-2)