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

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| **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** |
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| \*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) |
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| **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** |
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| **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.**

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