**[](http://www.vu.edu.au/)**

**Parental Leave Research Grant Fund Application Form**

*Please read the Parental Leave Research Grant Fund Guidelines before completing this form:*

www.vu.edu.au/research/grants-funding-schemes/vu-grants-funding-schemes

**Please send the completed form, including all signatures, to Zana Stefanovski, Office for Research:** [zana.stefanovski@vu.edu.au](mailto:zana.stefanovski@vu.edu.au)

**Maximum funding amount: $20,000**

Use Arial 11 point to complete the form. Incomplete forms cannot be considered.

|  |  |
| --- | --- |
| Full Name |  |
| Level and Duration of Appointment |  |
| College/Institute/Centre |  |
| Current MORA score |  |
| If below benchmark, in no more than 200 words, please outline your case for demonstrated research potential |  |
| FOR Code (6 digits)  <http://research.vu.edu.au/ordsite/management/4-digit-FOR.pdf> |  |
| SEO Code (6 digits)  <http://research.vu.edu.au/ordsite/management/SEO.pdf> |  |
| Commencement and End Date of Approved Parental Leave |  |
| Period for when research funding support is requested | **Before Parental leave**  Start and end date:  **OR**  **During Parental leave**  Start and end date:  **OR**  **After Parental leave**  Start and end date: |
| If funding support is requested for during your parental leave period, who will sign off on the HR forms for your RA and look after other administrative matters relating to the supervision of the RA and the project that may arise? |  |
| **For each project you would like to progress during or after your period of parental leave, please provide the following information. Please number the projects in a numerical sequence, ie Project 1, Project 2 etc.**  **Project Outline**  In lay language, please outline the proposed research, which is intended to be funded by this grant, using the headings below:   1. Project title 2. Research question(s) 3. Aims 4. Research design (including feasibility and innovation) 5. Significance within the research field 6. How the project relates to your previous research and your College research plan 7. Expected outcomes and outputs. (Outcomes relate to benefits to your target group. Outputs include publications, grants, awards, patents. Please name the journals and grants you intend to apply to) 8. Project timeline | |

**DETAILED PROJECT BUDGET**

|  |  |  |
| --- | --- | --- |
|  | **Budget Item(s)** | **Approximate Cost ($)** |
| **Project 1** |  |  |
|  |  |
|  |  |
| **Project 2**  ***(Please add additional Projects and rows as required below here)*** |  |  |
|  |  |
|  |  |
| **TOTAL COST:$**  **(for the grant’s duration)** |  |  |

**JUSTIFICATION FOR FUNDING**

|  |
| --- |
| **Justification for each budget item requested for each Project** (i.e. how where the costs calculated AND why are the items essential for the completion of the project(s))**:** |
| **Provide a detailed statement addressing how this grant will help achieve the aims of the Scheme** (i.e. how will this application allow you to accelerate your research before the parental leave period; or have research activity maintained by others during your parental leave period, or re-start your research activities more readily once your parental leave period is over and you return to work)**?** |

**ETHICAL CONDUCT OF RESEARCH**

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the project require approval from any of the following committees?** If approval is required, funds will not be released until approval has been obtained. | | | |
| **Committee** | **Approval needed?** | **No(s)** | **Approval Date** |
| Human Research Ethics |  | VUHREC |  |
| Animal Experimentation Ethics |  | AEC |  |
| Institutional Biosafety |  | IBC |  |

**CERTIFICATION:**

**1. Applicant Name:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Applicant’s Supervisor (in cases where the line manager of the applicant is not the Dean)**

I have discussed the project (s) with the applicant and certify that I believe it is feasible, and of value to both the researcher and the College.

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Administrative Supervisor for the Research Assistant During the Parental Leave Period (if applicable)**

I certify that I will be able to act as the administrative supervisor of the research assistant that will be hired to maintain the applicant;’s research activities whilst they will be in parental leave.

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. College Research Director Approval**

I certify that the

1. Project fits within the strategic objectives of the College
2. College approves the budget, time commitments, equipment and cash commitment (50% of the budget) as described in the application
3. Applicant’s Parental leave has been approved by People and Culture

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Cost Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Director of the Office for Research Approval**

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Cost Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_