|  |  |
| --- | --- |
| Deakin Logo 1 | DEAKIN RESEARCHGRANT APPLICATION COVERSHEET |

**Instructions for Use:**

* Complete all sections. Deakin Research - Grants will not submit applications unless a fully signed coversheet is received.
* Use for all ***non*** ARC/NHMRC applications.
* Provide coversheet, a copy of the application to the Grants Office at least 10 working days prior to any external deadline. Scan the signed form and email all documents to research-grants@deakin.edu.au

**Privacy Information:**

Information will initially be used for processing and recording the application and providing research activity reports to organisational units. All outcomes of applications will also be provided to the relevant Head of School or Institute Director to enable strategic planning for future research. Information from successful applications will be used to record and report research performance and may be used to publicise the grant (internally and externally). Refer to the University’s Information Privacy Policy for further information.

Section 1: THE PROJECT AND TEAM

**1a. TITLE OF PROPOSAL:**

|  |
| --- |
|  |

**1b. CHIEF INVESTIGATORS:** (Insert additional rows if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Title** | **Given Names** | **Surname** | **School / Department** | **Faculty / Institution** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**1c. PERFORMANCE ALLOCATION:**

*In line with Deakin University Performance Allocation Guidelines,* ***area*** *allocation will be evenly split based upon the number of Deakin University researchers listed above. Confirmation of agreement between all Deakin University researchers will be required if an alternative split is to be recorded.*

*For further information visit: (website to be added)*

Please indicate if an alternative split is to be recorded. **YES / NO**

*If* ***‘Yes’****, the Grants Office will send the ‘Request for Variation to AOU Split for Research Grants / Projects’ to the lead/Deakin CI for completion and signing.*

**1d. FUNDING AGENCIES:** (Insert additional rows if necessary)

*Please indicate the actual years - xx*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Funding Body**  | **Total Amount** **Requested** | **Year 1****20xx** | **Year 2****20xx** | **Year 3****20xx** | **Year 4****20xx** | **Year 5****20xx** |
|  |  | $ | $ | $ | $ | $ |
|  |  | $ | $ | $ | $ | $ |

Section 2: TYPE OF RESEARCH

*Research type definitions:* [*http://www.deakin.edu.au/research/researcher-support/grants-and-contracts/grants-resources/research-definitions*](http://www.deakin.edu.au/research/researcher-support/grants-and-contracts/grants-resources/research-definitions)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Research and Percentage** | **%** | **Type of Research and Percentage** | **%** |
| Strategic Basic Research |  | Pure Basic Research |  |
| Experimental Development |  | Applied Research |  |

Section 3: RESEARCH CODES

*Fields of Research (FoR) and Socio-Economic Objective (SEO) classification codes:*

FoR - <http://www.deakin.edu.au/research/researcher-support/grants-and-contracts/grants-resources/field-of-research-for-codes>

SEO - <http://www.deakin.edu.au/research/researcher-support/grants-and-contracts/grants-resources/socio-economic-objective-codes-seo>

*Enter the most appropriate research classifications for the project. Enter up to 3 choices for each and the percentage allocation for each choice to the nearest 10%. Enter codes in descending order of importance.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | FIRST | % | SECOND | % | THIRD | % |
| FoR |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SEO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Section 4: ETHICS AND SAFETY CLEARANCES

|  |  |
| --- | --- |
| **Does this project involve:** | **DU Ref no.****if known** |
| 1 | The use of animals? Refer to <http://www.deakin.edu.au/research/admin/research-integrity/animal/>  | YES/NO | A/ |
| 2 | Participation of human subjects/use of data sets involving human subjects? Refer to <http://www.deakin.edu.au/research/admin/research-integrity/human/>  | YES/NO | EC  |
| 3 | Genetic manipulation or other biosafety or biosecurity issues? <http://www.deakin.edu.au/research/admin/research-integrity/biosafety/>  | YES/NO |  |

*NB: The Chief Investigator must obtain approvals from the relevant Deakin University committees prior to starting the research. The Chief Investigator is responsible for providing written confirmation of all relevant approval notices to the Grants Office once they are available.*

Section 5: SIGNATURES

All applications require the support of the relevant budget centre head who is normally the Head of School or, where the staff member is a member of an Institute, the Director of the Institute.

Name of School or Institute:

|  |
| --- |
|  |

Is the project viable in terms of the school's resources and the funds requested? **YES / NO**

(If NO, the Head of School must attach further details in writing)

The CI and HoS agree that:

(a) if this application is successful, work will not commence until all statutory approvals are in place;

(b) the listed participants have all agreed to participate in this project and have the agreement of their Head of School

|  |  |
| --- | --- |
| **Chief Investigator:** Printed Name  | **Head of School / Director:** Printed Name |
| Signature | Signature |
| Date | Date |