**APPLICATION PROCESS OVERVIEW**

Applications must be completed in full and submitted to Sheila Hamilton-Brown by **Monday 31 October 2016**. Applicants will be advised of the outcome of their application by 27 January 2017. Successful applicants will be able to access funding and commence their collaborative research by early 2017.

Swinburne applicants must submit to resgrants@swin.edu.au the following documents as part of the application process:

1. ☐ Swinburne University of Technology SPRINT application form (see attached)
2. ☐ Two-page CV of each Swinburne team member
3. ☐ Completed Research Funding Application Coversheet (RFAC)
4. ☐ A copy of the FAPESP collaborator’s completed application form as submitted to FAPESP

Please submit all four documents as individual attachments to one email.

Please ensure the attachments are clearly named.

Insert <Attn Sheila Hamilton-Brown: SPRINT Application> as the email subject line.

In order for an application to be considered valid, application documents must be submitted to both Swinburne and FAPESP by their respective researchers. FAPESP applicants must adhere to the FAPESP guidelines and submit all required documents to FAPESP. If an application is submitted to only one of the institutions and not both, it will not be considered.

**APPLICATION FORM FOR SWINBURNE APPLICANTS**

The lead applicant must be employed at Swinburne as an academic staff member in a teaching and research or research only role and with a contract that is valid for the duration of the relevant funding period. Other team members can be postdoctoral fellows or PhD students.

**SWINBURNE DETAILS - Lead Melbourne (SUT) applicant and other SUT applicants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Position | Faculty | Centre/ Department | Appointment type | End date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**FAPESP COLLABORATOR DETAILS**

|  |  |  |
| --- | --- | --- |
| Name | Position | Organisation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PROJECT SUMMARY**

|  |  |
| --- | --- |
| Joint research project title |  |
| Project summary (100-word limit) |  |
| Project start and end dates (between March 2017 and June 2018) |  |

**PROPOSAL DETAILS – FUNDING**

**Funds requested from Swinburne for scheme (up to AUD $10,000 can be requested)**

|  |  |  |
| --- | --- | --- |
| Item Requested | Justification (i.e. must include details of who is going and why, how costings were derived) | $ |
| Airfares economy class (Melb to Brazil return, incl. airport transfers – provide quote including carrier details) |  |  |
| Accommodation (please provide quotes) |  |  |
| Meal and incidentals (based on ATO costs, Brazil is Cost Code 3) |  |  |
| Conference costs |  |  |
| Other costs  |  |  |
| Travel Total request |  |  |

**PROPOSAL DETAILS – RESEARCH CODES**

[**https://www.swinburne.edu.au/intranet/research/measuring--promoting-research/classification-codes/**](https://www.swinburne.edu.au/intranet/research/measuring--promoting-research/classification-codes/)**)**

Field of Research codes (6 digit codes, max. 3 codes, must total 100%)

|  |  |
| --- | --- |
| Code | Percentage |
|  |  |
|  |  |
|  |  |

 Socio-economic Objectives (6 digit codes, max. 3 codes, must total 100%)

|  |  |
| --- | --- |
| Code | Percentage |
|  |  |
|  |  |
|  |  |

R&D activity (must total 100%)

|  |  |
| --- | --- |
| Activity | Percentage |
| Pure Basic |  |
| Applied |  |
| Strategic Basic |  |
| Experimental Development |  |

**PROPOSAL DETAILS – PROJECT DESCRIPTION**

In no more than five A4 pages of 12-point font text, provide a convincing case for the research project, taking note of the selection criteria. Information should be provided using the headings and order specified below.

|  |
| --- |
| Proposals should include the following: 1. Project aims and background
* Include a description of the collaboration, who is involved, how it was established and how long it has existed.
1. Key Activities:
	* A substantive description of the activities, emphasising their relevance to promoting collaboration between the institutions
2. Timelines:
	* Include an outline of the activity proposed, including a timeline with major milestones and activities
3. Expected outcomes:
	* Present and explain the expected outcomes of the project, future directions and performance indicators for the planned activities
4. Project Team
	* Provide a description of each candidate’s contribution to the mission, explaining their expertise to carry out the foreseen activities
5. Maintaining the collaboration
	* Steps that will be taken to sustain the collaboration beyond the initial funding from FAPESP and Swinburne (for example, consider funding opportunities to develop collaborative research projects).
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