QUEX Institute Workshop Grant Scheme Application Form

Please return the completed form to QUEX@exeter.ac.uk and globalstrategy@uq.edu.au by **30 June 2022**.

When completing this form, please remember to write in a way that is readily accessible to a general audience. Applications will be reviewed by an interdisciplinary panel.

Please review the QUEX Institute Workshop Grant Scheme 2022 Guidelines for Applicants before completing your application

1. Applicants *(please add further lines if there are more applicants)*	
Lead Applicant (1)	
Name	
Post	
Appointment type	
Appointment	
Department	
Institution	
Email	
Co-Applicant (2)	
Name	
Post	
Appointment type	
Appointment	
Department	
Institution	
Email	
Additional Applicant (if applicable) (3)	
Name	
Post	
Appointment type	
Appointment	
Department	
Institution	
Email	
Additional Applicant (if applicable) (4)	
Name	
Post	
Appointment type	
Appointment	
Department	
Institution	
Email	

2. Title / Name of proposed initiative *(max 70 characters, can be provisional)*
Start Date:

End Date:	
Type of project activity:	*i.e. networking, sandpit, online seminar/workshop/conference, hackathon/grand challenge, guest lectures, digital resources, etc*

3(a). Please specify one or more of the QUEX Themes that this project aligns to:

3(b). Please select one or more of the United Nations Sustainable Development Goals that this project aligns to:

4. AMOUNT REQUESTED (Max £3,000/A$5,350). *Funding will be provided in full to the nominated lead applicant in the currency of their home institution. The Lead Applicant will be responsible for the budget and spending and transfer arrangements.*

Total:	

5. Scope and Purpose of project/activity *(~500 words). Within the context of your identified QUEX theme(s) and UN sustainable development goal(s), provide a clear description of your proposed initiative.*

Please be sure to clearly demonstrate how your proposed activity/project meets the assessment criteria:
  − *quality of initiative/activity*
  − *value for money of the initiative*
  − *potential to develop sustainable connection/ collaboration*
  − *achievability and strength of envisaged outcomes*

6. The plan – activities, timelines and funding detail *(400 words max) Please provide more information regarding how you'll actually deliver your proposed initiative – please include here:*
  − *detail activities*
  − *a breakdown of how the funds will be used,*
  − *a timeline for the proposed plan (taking into consideration that the project must be completed within 9 months),*
  − *a clear idea of who in the collaboration will be responsible for each step along the way.*

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7. Anticipated outcomes, benefits and non-academic impact *(300 words max). Please articulate the anticipated outcomes of your project, including*

   a) *Expected outputs (e.g. co-publications, policy papers, larger research or teaching grant submissions, teaching or mobility program etc.),*
   b) *Describe how the initiative will contribute to expanding and sustaining the QUEX Institute relationship (e.g. education, further research, growth of collaboration, the inclusion of other world-leading Institutions from across the globe, etc.),*
   c) *Highlight any expected non-academic impacts (influencing policy, end-users, wider public (socio-economic / health / environmental) benefits and influence.*

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8. In submitting this application, you are confirming that: you have read and will comply with the guidance notes for the QUEX Institute Workshop Grant Scheme; the information given is accurate; the costs have been approved by your departments' internal processes; the work can be carried out within 9 months, and a final report will be provided 2 months later.

SIGNATURE OF LEAD APPLICANT	DATE
SIGNATURE OF LEAD APPLICANT'S HEAD OF COLLEGE/SCHOOL	DATE
SIGNATURE OF CO-APPLICANT	DATE
SIGNATURE OF CO-APPLICANT'S HEAD OF COLLEGE/SCHOOL	DATE

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

UNIVERSITY OF EXETER

9. Supporting documentation

Please attach any relevant supporting documentation, e.g. support letter if a third partner is involved, confirming participation and any relevant financial/in-kind contributions outlined in section 10; market research, etc.

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10. Conditions of Funding:

Awardees have until **1 May 2023** to complete initiatives and expend the funding.

Funding is only provided for the activities as detailed in your application.

Expenditure of the award must not exceed the value of the award.

Details of the award may be listed on the QUEX Institute websites of The University of Queensland and University of Exeter.

All publications resulting from this project should include the following acknowledgement: *'This project was supported by the QUEX Institute – a partnership of The University of Queensland and the University of Exeter'*.

The QUEX Institute team may, from time to time, contact award holders to monitor progress and expenditure.

A final project report and financial acquittal will need to be completed and submitted by **1 July 2023.**