**Application Form**

**QUEX Institute Professional Services Staff Fellowship Programme 2024**

**University of Exeter** staff should please submit this form to QUEX@exeter.ac.uk

**University of Queensland** staff should please submit this form to quex@uq.edu.au

by

**1 May 2024**

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| **Application summary** |
| Name and title of staff member (Applicant) |  |
| Unit of staff member |  |
| Appointment | Permanent / fixed-term ending on:  |
| Name and title of Host Partner staff member (Host) |  |
| Email of staff member at Host Partner: |  |
| Unit of Host Partner staff member |  |
| A brief statement of objectives  | *Up to 100 words* |
| Expected dates at Host Partner |  |

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| **Purpose of Visit**  |
| *Up to 500 words* |

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| **Timetable of meetings, activities and events** |
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| **Aims and Objectives**: please provide details on the ways in which the visit will:* Share best practice and experience in your field between the two institutions
* Enhance processes and activities within the QUEX Institute
* Provide professional development opportunities
* **Exeter staff**: Align with the How We Will Work pillars of the University of Exeter Strategy, including Collaboratively, Sustainably and Digitally
* **Queensland staff**: Align with the University of Queensland Strategic Plan 2022-2025, including learning and student experience, research and innovation, and enriching our communities.
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| *Up to 500 words*  |

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| **Outcomes:** describe the key outcomes and deliverables you expect to achieve from this visit |
| *Up to 500 words*  |

Please use the table below to outline the funding required to support your PS Fellowship, up to a **maximum of £4,000 for University of Exeter staff visiting UQ** or **A$7,000 for UQ staff visiting the University of Exeter.**

Before completing this table, please be aware that:

* If you are successful in your application, you will remain an employee of your home institution across the full duration of your placement at the host partner, and your rate of salary will continue unchanged across the full duration of your placement.
* You will not be considered a member or employee of the host partner at any point during your Fellowship, though you may be granted access to resources such as IT facilities, office premises and staff services including wellbeing and accommodation support
* Ineligible costs include: physical equipment; academic and non-academic fees or salaries (for you or for others); student tuition; indirect costs and overheads; catering costs or venue hire; publication costs.
* You may claim up to the actual value of the costs incurred, within the £4,000 (for Exeter staff) or A$7000 (for UQ staff) upper limit and within the estimated cost of each budget line.
* We recognise that travel costs may change between submitting this application and then booking travel. If actual costs exceed the approved budget, please be aware that neither the University of Exeter nor the University of Queensland are under obligation to remunerate Fellows for incurred costs in excess of the approved total budget

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| **Funding requested** (no more than £4,000 [Exeter staff] / A$7000 [UQ staff]) |
| **Type of Funding** | **Description** | **Amount (AUD/GBP)** |
| Travel | *Please include dates and example flight.* ***University of Exeter*** *staff will need to book all travel with Key Travel, as the University’s sole contracted provider of travel services, and will be asked to make all travel arrangements in line with the* [*University’s travel policy*](https://www.exeter.ac.uk/departments/cgr/insuranceauditandrisk/insurancepolicies/travel/inttrav/)*. A budget code will be created for you in T1.* ***University of Queensland*** *staff should follow the process provided in the* [*UQ travel website.*](https://travel.uq.edu.au/) |  |
| Accommodation | *Please note that all accommodation needs to be arranged either 1) through your university’s procured travel services provider (Key Travel at Exeter, and FCM Travel Solutions at UQ) or 2) arranged with the support of the host partner* |  |
| Subsistence |  |  |
| Other |  |  |
| **TOTAL** |  |

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| **Acceptance of terms**By signing this form, I agree that: as representative of my home University, I may be required to undertake additional activity on behalf of my University while at the host institution; I will complete a report on the visit within one month of return; and I will keep within the budget allocated. |
| Signature of applicant: Date: |

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| **Support from Head of Unit and Line Manager (if different)**Please describe/confirm the benefits to the applicant and to your Unit. In addition, please confirm that your Unit will be able to maintain business as usual during absence of this member of staff. |
| **Statement:****Signature of Applicant’s Line Manager:** **Signature of Applicant’s Head of Unit:** |

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| **Support from Host Unit (Head of Department):**Please include a short statement and [electronic] signature as a demonstration of support from the host partner for this visit. If easier, please feel free to include this as an appended item by way of an email.  |
| **Statement:**Signature of Host Head of Unit: Date: |

**Please read the QUEX PS Fellowships Guidelines for full terms and conditions and helpful information before you complete and submit your application.**

University of Exeter staff should please submit this form to QUEX@exeter.ac.uk

University of Queensland staff should please submit this form to quex@uq.edu.au

**Applications are due by Monday, 1 May 2024**

**Thank you and good luck with your application!**