

QUEX Institute

Professional Services Staff Fellowship Program

2019 Guidelines for UQ applicants



Background

A Professional Services Staff Fellowship Program has been established under the QUEX Institute initiative to provide professional development opportunities and to share best practice and experience between professional colleagues at The University of Queensland (UQ) and the University of Exeter. It may also serve to promote enhanced systems and services for the QUEX partnership projects.

For more about the QUEX Institute, visit:
global-engagement.uq.edu.au/quex

Application process

The program is open to all UQ professional staff.

Applications will be considered by a panel including a board member of QUEX Institute, the Director of Global Engagement & Entrepreneurship and a representative from HR / Operations. Decisions will be made based on the strength of the case made, the value of the outcomes, support of the Exeter host unit, support of the applicant's supervisor and the suitability of the applicant to undertake the activity described, particularly in terms of professional development, enhancement to the sending and receiving units, and potential for improving QUEX Institute administration.

In 2019, UQ will award up to four (4) fellowship grants in total to UQ professional staff members.

Key dates

Round 1	
8 April 2019	Calls for applications issued
8 May 2019	Applications due for submission
24 May 2019	Applicants notified regarding the outcome of their application, and grants awarded to successful applicants
25 November 2019	Awardees to complete their fellowship and submit their report (including full financial acquittal)

Round 2	
9 September 2019	Calls for applications issued
9 October 2019	Applications due for submission
24 October 2019	Applicants notified regarding the outcome of their application, and grants awarded to successful applicants
24 April 2020	Awardees to complete their fellowship and submit their report (including full financial acquittal)

Grant acquittal and reporting

Awardees must agree to comply with all terms and conditions related to the receipt of funding including deadlines and procedures for acquittal of funds and reporting on outcomes.

This report will be used by the QUEX Institute for the follow up of potential opportunities and reporting on outcomes, and will potentially be highlighted on the QUEX Institute, The University of Queensland and University of Exeter websites.

If a funded project includes international travel, award-holders must abide by the official reporting, insurance and registration requirements as outlined in UQ policies: ppl.app.uq.edu.au/content/9.45.05-travel