**SECTION A: APPLICATION DETAILS**

**Due date for submission of Applications to Global Engagement & Entrepreneurship:**

**11th October 2019**

**A1. UQ APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name**  |  |
| **School/Centre** |  |
| **Faculty/Institute** |  |
| **Current position** |  |
| **Full Time Equivalent** (Full time = 1.0) |  |
| **If fixed term, end date of contract** |  |
| **Telephone** |  | **Email** |  |

**A2. NOMINATED UNESP HOST**

|  |  |
| --- | --- |
| **Name**  |  |
| **Department** |  |
| **Current position** |  |
| **Telephone** |  | **Email** |  |

**A3. MOBILITY START AND END DATES**

The length of the exchange period allowable under this call is 2 - 4 weeks, non-extendable, between 28th October 2019 and 28th February 2020. Please obtain confirmation from your UNESP host in the letter of support that your proposed visit dates are suitable (see Section C).

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| **Start Date:** |  |
| **End Date:**  |  |

**A4. PROJECT PROPOSAL**

The proposal must include a single project addressing the following items:

1. Description of the exchange activities to be carried out, highlighting their relevance to the project and the strategic partnership between UQ and UNESP;
2. History of ongoing cooperation activities;
3. Schedule of activities to be developed;
4. Indicators for the measurement of the planned activities;
5. Actions proposed to enhance the impact of the exchange, such as seminars and workshops, short courses, future teaching exchanges etc.

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**SECTION B: BUDGET**

**B1. FUNDING REQUESTED**

* Please provide a budget breakdown of funding requested from UQ and UNESP.
* Eligible costs include: economy flights and travel insurance (maximum A$1,875 funded by UQ) and accommodation and living expenses (maximum A$2,500 funded by UNESP)

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| **Expense** | **Amount (AUD)** | **Details** |
| Flights/travel (economy flights only) |  |  |
| Travel insurance |  |  |
| **TOTAL UQ FUNDING REQUEST**(max A$1,875) |  |  |
| Accommodation |  |  |
| Meals and Incidentals |  |  |
| **TOTAL UNESP FUNDING REQUEST**(max A$2,500) |  |  |

**SECTION C: ATTACHMENTS**

Please ensure the following attachments are included within your UQ-UNESP Academic Exchange Program Application, and submit as a single PDF file (maximum 5 pages and maximum file size of 5 MB):

1. A two-page CV of the UQ applicant using the UQ template.
2. Letter of acceptance from the research group at UNESP confirming interest and availability to host the academic during the proposed dates; in the absence of a contact at the host institution academics should indicate a potential researcher that could act as a collaborator at the partner institution.

Applications must be signed at Section D by your Head of School, Centre or Institute Director confirming support for your application and provision of funding for air tickets and travel insurance (up to A$1,875), if successful.

Please submit your applications to:

**Dr Jessica Gallagher**

Director, UQ Global Engagement and Entrepreneurship

E: globalstrategy@uq.edu.au

**SECTION D: APPLICATION CERTIFICATIONS**

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| **Certification by UQ applicant** I certify that:1. To the best of my knowledge, all the details on this application form are true and complete. All parties identified in the application/proposal have agreed to its submission.
2. This application complies with the *UQ-UNESP Academic Exchange Program**Guidelines* and if successful all activities will be conducted in accordance with the Guidelines and any conditions of award.
3. All necessary UQ policies and procedures will be complied with in discharging responsibilities under this grant.
4. Any approvals or clearances, including statements of compliance and/or ethics clearance necessary for the performance of a research activity where applicable will be obtained prior to the commencement of that research activity and any associated funding must not be expended until these have been granted.
5. In submitting this application, I consent to its referral to internal (UQ) assessors for consideration.
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| **Signature of Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Certification by UQ Head of School/Centre/Institute Director:** I certify that: 1. I acknowledge that this application has been discussed with me and/or the relevant administering unit
2. I have noted the amount of time that the Applicant/s will be devoting to the project and agree that it is appropriate to existing workloads.
3. I confirm that, if successful, the approving School, Faculty, Institute or Unit will cover the requested UQ contributions at Item B1 (to the value of A$1,875) for airfares and insurance as per the guidelines and conditions of the grant.
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| **Signature of UQ Head of School/Centre/Institute** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |