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| 1. **Project** **Details** |
| Chief Investigator: |
| Project Title: *Please provide a title that is clear, precise and informative to those outside your field* |
| Project Synopsis:  *Present a short succinct summary outlining your proposed project. The synopsis should explain the purpose of the project and describe what the project will do.* |
| 1. **Investigating Team** |
| Chief Investigator   |  |  | | --- | --- | | Name |  | | Address |  | | Phone |  | | Email |  | | Current employment |  | | Summary of previous employment | *Brief outline of positions held* | | Academic qualifications |  | | Area of expertise |  | | Membership of professional societies/ groups/committees |  | | Prizes and Awards |  | | Publications | *Limit to five most recent publications* |   Co-Investigator 1   |  |  | | --- | --- | | Name |  | | Address |  | | Phone |  | | Email |  | | Current employment |  | | Summary of previous employment | *Brief outline of positions held* | | Academic qualifications |  | | Area of expertise |  | | Membership of professional societies/ groups/committees |  | | Prizes and Awards |  | | Publications | *Limit to five most recent publications* |   Co-Investigator 2   |  |  | | --- | --- | | Name |  | | Address |  | | Phone |  | | Email |  | | Current employment |  | | Summary of previous employment | *Brief outline of positions held* | | Academic qualifications |  | | Area of expertise |  | | Membership of professional societies/ groups/committees |  | | Prizes and Awards |  | | Publications | *Limit to five most recent publications* |   Co-Investigator 3   |  |  | | --- | --- | | Name |  | | Address |  | | Phone |  | | Email |  | | Current employment |  | | Summary of previous employment | *Brief outline of positions held* | | Academic qualifications |  | | Area of expertise |  | | Membership of professional societies/ groups/committees |  | | Prizes and Awards |  | | Publications | *Limit to five most recent publications* |   *Add information for any additional co-investigators* |
| 1. **Project Details** |
| Aims and Objectives  *Clearly define the objectives of the project* |
| Hypotheses |
| Background  *Provide a rationale for the project and detail research already done on the topic. Include references.* |
| Method  *Provide details of project design, group/population to be researched or sampled, evaluation method and statistical analysis* |
| Timetable  *Include likely start date, key milestones and finish date* |
| Expected Outcomes  *Describe the outcomes you expect to be available at the end of the project (ensure these are beneficial at a state level)* |
| Dissemination  *Describe how the results / project outcomes will be disseminated* |
| Ethical Implications  *Detail whether research and ethics approval is required for this project, explaining the rationale.* |

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| **4. Proposed Grant Budget** |
| *Applicants must provide a detailed project budget using the table below as a guide. Include details for each applicable budget item.*   |  |  | | --- | --- | | Registration/Course Fees | $ | | Accommodation Expenses | $ | | Travel Expenses (e.g. air, taxi, public transport) | $ | | Salaries (e.g. project officer, backfill costs) | $ | | Project Management Resources (e.g. costs for technical assistance for statistical analysis or IT support) | $ | | Materials, Consumables or Equipment Expenses (e.g. study materials, computer hardware or software, assay equipment) | $ | | Miscellaneous Expenses (e.g. ethics fees, stationery, photocopying, printing) | $ | | Other: | $ | | **Total Funds Requested** | **$** | |

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| **5. Declaration of other Financial Support** |
| Have you obtained or are you applying for other financial support for this project?  If yes, other source(s):  *Please note: if additional funds are obtained from other sources after this application has been considered, applications must immediately inform VicTAG. Failure to disclose full information may result in an application being rejected or withdrawal of funding.* |
| **6. Leave Considerations** |
| Is absence from your employment necessary?  If yes, has leave been approved? |
| **7. Referee** |
| Provide details of one external referee:  *Provide your referee with a copy of your application and sufficient information to assess the proposal. Request your referee to complete the Referee Report Form and submit via the website or email directly to professionalofficer@victag.org.au*  The Referee Report Form is to be completed by the advised application closing date. |
| **8. Statement of Head of Department** |
| I support the application  **Name:**  **Position:**  **Signature (may be electronic): Date:** |
| **8. Certification by Applicant** |
| I understand and agree that if my application for a grant is successful, the grant will be made on condition that I will do everything reasonably within my power to ensure that the funding granted by VicTAG is acknowledged in any   * publication * announcement or statement to the media, public or scientific community * lecture, presentation or seminar relating to the project (whether or not it also relates to other matters)   I also understand and agree that I shall submit a final report in the required format and any progress reports as requested by VicTAG.  I agree that if successful in obtaining grant funding that my name, workplace and state may be mentioned in news bulletins associated with the grant.  **Signature (may be electronic): Date:** |

Submit this form by uploading to the VicTAG website or emailing to [professionalofficer@victag.org.au](mailto:professionalofficer@victag.org.au)