

All original submissions for approval to apply for research funding must be accompanied by a QUT Approval to Apply for Research Funding Coversheet.

It is important that the Coversheet is filled out correctly and comprehensively as this information is used to record your project on ResearchMaster (RM), for research performance analysis and for reporting and promotion purposes.

QUT Approval to Apply for Research Funding Coversheets can be obtained from the Office of Research website: www.research.qut.edu.au/development/find/coversheet/

Project account information & primary AOU: Please indicate the location of your project's financial account by ticking the specific Faculty or Institute box (only one). Please also list the AOU (Academic Organisational Unit) code of the area. All AOU codes are seven digit numbers (eg. 1140010). The code entered here should correspond to the lead Chief Investigator's AOU code (see Question 6). A list of AOU codes can be found at: www.research.qut.edu.au/data/classifications/aou/

Project affiliation with an Institute: Please indicate whether the project is affiliated with an institute by ticking YES or NO. If you ticked YES please identify the primary institute by ticking the appropriate box. NB: This question is NOT asking you about the affiliations of the project researchers.

Estimated project dates

Please enter the estimated start and end dates of the project. If these dates change after submission of this form please contact the Office of Research (researchdata@qut.edu.au).

Funding details

Please list all amounts exclusive of GST and in-kind contributions. You must include details of the fund source, the total amount requested for the project and, if available, the total amount approved for the project.

Investigator details

Please provide the requested details of those QUT Investigators, and any External / Partner Investigators that will be involved in the project. When listing their names, please ensure you include their first and last names and their titles.

QUT Investigators:

¹ Please indicate whether the QUT Investigator is an Early Career Researcher (ECR). An ECR is defined as someone who is in the first seven years of his/her academic or research-only employment, allowing for uninterrupted, continuous research development, following the award of a PhD or recognised equivalent. Some staff may be concurrently enrolled in a research higher degree program, but have not yet submitted their thesis. Staff who have been actively involved in research or research related activities over a number of years, but have only recently received a PhD (or equivalent) are not considered to be Early Career Researchers.

² Please list the primary Faculty/Institute AOU code of each QUT Investigator. A list of AOU codes can be found at: www.research.qut.edu.au/data/classifications/aou/

³ If applicable, please list the Institute in which this QUT Investigator is working for THIS PROJECT. For example, if the researcher belongs to a faculty but is working in an Institute (eg. IHBI) capacity for this project, you would list IHBI in the field provided.

⁴ Please list the estimated time commitment of each QUT investigator to THIS PROJECT, expressed as a percentage of their entire workload. For example, 2 days per 20 day working month = 10%, 4 days per 20 day working month = 20%

⁵ Please list the estimated split of funding between QUT investigators. This information is required for IGS/RTS funding distribution purposes and the total must equal 100%. Information on IGS and RTS grants can be found at: www.research.qut.edu.au/data/blockgrants.jsp

⁶ Please indicate if any QUT Investigators are using High Performance Computing (HPC) in this project. Information on HPC is available at: www.its.qut.edu.au/hpc/

If you are unsure of the QUT Staff ID, Student ID or AOU code for a QUT Investigator please contact the Office of Research on ext. 85042 or email researchdata@qut.edu.au.

External / Partner Investigator Details:

Please ensure you provide all the information requested, especially their full name (not simply their initials), including title, and their gender. Please also ensure you provide the full name of their institution/organisation and their base country.

Keywords

Please list up to six keywords for your project. These keywords will be incorporated into a database and used to facilitate collaborations within the university.

Codes

RFCD (Research Fields, Courses & Discipline Classification) codes allow the project to be classified according to the field of research and are important for tracking research activity. If more than one RFCD code is used please ensure the total of all the codes used equals 100%.

SEO (Socio-Economic Classification) codes allow R&D data to be classified according to the researcher's perceived purpose. The purpose categories take account of processes, products, health, education and other social and environmental aspects of particular interest.

For further information on RFCD and SEO codes please visit the 'Codes' page on the Office of Research website: www.research.qut.edu.au/data/classifications/

Project Collaboration and Involvement

If this project involves International Collaboration or is an Indigenous Project please provide the requested details. Please be aware that information on QUT's international collaborations will be displayed on the International Strategy Information Systems (ISIS) database, which is only accessible to QUT personnel. For more information on ISIS please visit www.isis.qut.edu.au.

Ethical Clearance

Please indicate whether ethical clearance will be required, and if so, indicate the specific area(s) - human, animal, biosafety, GMOs, ionising radiation - requiring ethical clearance and the ethical clearance status.

Please note: A research account cannot be opened until the relevant ethical clearances are obtained.

Information on ethical clearance requirements can be found at: www.research.qut.edu.au/ethics/

Certifications

The first-named chief investigator must certify that the project meets the DEST definition of research. This definition can be viewed at:

www.research.qut.edu.au/development/find/coversheet/definition_of_research.jsp