## Office use only

Application Received on:

(date):

**APPLICATION FORM for**

**RESEARCH STUDY PROGRAM (RSP)**

2019

**[Note: Applicants are advised to complete this application form with reference to the *Policy on Research Study Program for Academic Staff*, in particular *clauses 1*, *2* and *3*, which provide definitions and eligibility criteria.]**

###### PART A - TO BE COMPLETED BY ALL APPLICANTS

**1. Personal Details**

* 1. Name (please check appropriate title): [ ]  Prof. [ ] Assoc. Prof. [ ] Dr [ ] Ms [ ] Mr [ ] Mrs [ ] Miss

**Click here to enter text.**

**1.2** School/Research Institute: **Click here to enter text.**

Campus: **Click here to enter text.**

**1.3** Academic Level: **Click here to enter text.**

**1.4** Employment Status (check applicable):

 [ ] Continuing

 [ ] Fixed Term: From **Click here to enter a date.** To **Click here to enter a date.**

 [ ] Full-Time

 [ ] Fractional: From **Click here to enter a date.** To **Click here to enter a date.**

 [ ] Fractional: click here to add % %

* 1. Date of Appointment to the University: **Click here to enter a date.**

 **PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

**1.6** Have you previously been granted an RSP or Outside Studies Program (OSP)? [ ] Yes / [ ] No

If 'Yes', give full details (including dates and outcomes):

**Click here to enter text.**

**1.7** If you have previously been granted a RSP/OSP have you submitted a program report? [ ] Yes /[ ] No/ [ ] n/a

**1.8** Have you been granted support through the ACU Research Award for Women Academic Staff? [ ] Yes / [ ] No

If 'Yes', give full details (including dates):

**Click here to enter text.**

**1.9** Have you been granted support through temporary research secondments at ACU? [ ] Yes / [ ] No

If 'Yes', give full details (including dates):

**Click here to enter text.**

**1.10** Have you been granted leave without pay or long service leave since your appointment to the University or your previous RSP/OSP and/or internal research secondment (IRS)? [ ] Yes / [ ] No

If 'Yes', give full details (including dates):

**Click here to enter text.**

**2. Proposed Program**

**2.1** Proposed Commencement Date: **Click here to enter a date.**

Proposed Conclusion Date: **Click here to enter a date.**

**2.2** **Program Details:**

There are **three main components** to be submitted as part of your research proposal:

1. **Lay summary** (for publication purposes; see below)
2. **Table 1** (part of this form; see below)
* Research Program title;
* Summary of the program in lay language (up to 50 words);
* Short statement regarding eligibility (up to 100 words);
* Summary of how RSP aligns with the applicant’s research plan and the strategic objectives of the Faculty or Institute and University (500 words);
* List of the academic journals, publishers or comparable quality outlets to which RSP work will be submitted (provide details of the timeline for submission and the quality of the chosen outlet); and,
* Detailed travel itinerary
1. **Attachments** (to be submitted with this form)

*Attachment 1:* Research Proposal

* The proposal title and research question/s (up to 200 words): **Research question must be clearly stated and the aims/objectives of the research well-articulated**; and,
* Description of the research: A comprehensive account of the work to be undertaken including anticipated research outcomes (up to 2000 words)

*Attachment 2:* Research Plan

* Copy of the applicant’s individual research plan

*Attachment 3:* Evidence of the applicant’s capacity to undertake and complete the RSP

* Full details of applicant’s publication and grant record for the **past 6 years**; and,
* Statement regarding the quality of the applicant’s research outputs

*Attachment 4:* Supporting documentation

* Letters of invitation;
* Host institution agreements; and,
* Evidence of a contract with a publisher [where available] - Publisher must be one listed in **the relevant faculty quality publishers list for the specified field of research.**

Failure to attach such documentation would normally result in the application being rejected by the Committee (see section 4.1.1 of the *Policy on Research Study Program for Academic Staff*).

**Lay Summary for publication**

Program details of successful RSP applications will be included on the web. Please provide below a short summary of **up to 50 words** outlining the RSP program in lay terms.

 **Click here to enter text.**

**Table 1**

|  |  |  |
| --- | --- | --- |
| **RSP APPLICATION** | **DETAILS** | **RSP** **COMMITTEE COMMENT** |
| Title of the Proposed Research |  |  |
| Short statement regarding eligibility (100 words) |  |  |
| Summary of how RSP aligns with the applicant’s research plan and the strategic objectives of the Faculty and University (500 words) |  |  |
| List of the academic journals, publishers or comparable quality outlets to which RSP work will be submitted (include the timeline for submission).The quality of the outlet must be explained. Applicants are advised to refer to the Faculty lists of quality outlets for the relevant FoR (where applicable), or to include quality indicators for journals (for citation disciplines use Web of Science [Journal Impact Factor](http://ezproxy.acu.edu.au/login?url=http://incites.thomsonreuters.com)). |  |  |
| Detailed travel itinerary (1 page) |  |  |

**2.3 Details of any outside work to be undertaken during the period of RSP:**

 **Click here to enter text.**

**2.4 Financial Details**

Detail any research grants, scholarships or similar funding associated with the period of RSP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application Submitted | Source | Status of Application\*  | Value($) | Details of intended use of funds |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* For example, approved, pending, etc.

**2.5 RSP Allowances**

**2.5.1 Travel Costs**

Give detailed estimates of travel costs associated with the proposed RSP program. (Note: travel costs claims may be lodged only in respect of the applicant).

**Click here to enter text.**

 **2.5.2** **Special Allowance**

With the exception of normal salary payments, are you seeking payment of a 'special allowance' from the University?

(i) for yourself [ ] Yes / [ ] No

(ii) for your dependent spouse? [ ] Yes / [ ] No

(iii) for your dependent children? [ ] Yes / [ ] No

 If 'Yes' to (iii) above, give names of dependent children and their ages at the date of commencement of the proposed program:

**Click here to enter text.**

**2.5.3** Give detailed estimates of essential costs (other than travel) to be incurred in the proposed program. (Note: Subject to the requirements of policy clause 6, such costs may apply to you, your dependent spouse or dependent children. However, in all cases the Committee will require clear information relating to these costs, including the period during which a dependant, for whom an allowance is claimed, will accompany the applicant away from the staff member's normal residence).

**Click here to enter text.**

**2.6** Any other matters you wish to draw to the attention of the Committee:

 **Click here to enter text.**

Signature of Applicant: Date: **Click here to enter a date.**

Your Privacy

Australian Catholic University is committed to ensuring the privacy of all information it collects. Personal information supplied in this application form will only be used for administrative and educational purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise prescribed by law. For further information, please see the University’s Statement on Privacy, which is available on the Intranet at http://www.acu.edu.au/privacy\_policy.cfm.

**PART B - TO BE COMPLETED BY HEAD OF SCHOOL OR RESEARCH INSTITUTE DIRECTOR** **(please type)**

**3. Head of School / Research Institute Director Report**

Please refer to the University's *Policy on RSP for Academic Staff* and provide a report to the Committee as follows.

**3.1** Provide an assessment of the quality of the proposed program and extent to which the proposed program aligns with their approved individual research plan.

 **Click here to enter text.**

**3.2** Provide a statement of the extent to which the proposed program aligns with the University and Faculty/ Institute Research plans.

**Click here to enter text.**

**3.3** Provide a statement on the effect of the applicants’ absence on their teaching commitments and other duties (including a plan listing names of HDR students currently supervising and specific arrangements in place).

**Click here to enter text.**

**3.4** Is leave recommended? [ ] Yes / [ ] No

**3.5** If 'No', give reason:

 **Click here to enter text.**

**3.6** If approval is recommended, can arrangements be made for the applicant's teaching commitments (including, in case of RSP, supervision of postgraduate students) and/or other duties to be carried out without additional cost to the University?

[ ] Yes / [ ] No

If 'No', this is a matter to be discussed with the applicant and Executive Dean/Research Institute Director. The Deputy Vice-Chancellor (Research) does not provide teaching relief funds.

**3.7** Add any additional comments:

**Click here to enter text.**

Name of Head of School / Research Institute Director: **Click here to enter text.**

Signature of Head of School / Research Institute Director Date: **Click here to enter a date.**

I, [**Name**] the applicant, have read the above comments.

Signature of Applicant Date: **Click here to enter a date.**

**PART C - TO BE COMPLETED BY EXECUTIVE DEAN** **(please type)**

**4. Executive Dean’s Report**

Please refer to the University's *Policy on RSP for Academic Staff* and provide a typewritten report to the Committee as follows.

**4.1** Provide an assessment of the quality of the proposed program and extent to which the proposed program aligns with their approved individual research plan

**Click here to enter text.**

**4.2** Provide a statement of the extent to which the proposed program aligns with the University and Faculty Research plans.

**Click here to enter text.**

Executive Dean’s recommendation

[ ] Highly Recommended

[ ] Recommended

[ ] Not Recommended

Name of Executive Dean: **Click here to enter text.**

Signature of Executive Dean Date: **Click here to enter a date.**

**5.0** **Comments by Applicant**

**Click here to enter text.**

I, [Name] the applicant, have read the above comments.

 Signature of Applicant Date: **Click here to enter a date.**

**PART D - FINAL CHECKLIST FOR APPLICANTS**

Before submitting your application, please complete the following checklist by **ticking** the boxes, as appropriate. You must complete the checklist for the application to be considered by the Committee.

# GENERAL PRESENTATION

[ ]  Have you used the current version of the application form (i.e. Form 2018)?

## **For PART A**

[ ]  Have you read the Policy on Research Study Programs for Academic Staff (in particular clauses 2 and 3) to ensure that you are applying for the appropriate program?

[ ]  Have you provided details of any previous RSP/OSP?

[ ]  If applicable, have you submitted a report(s) from your previous periods of RSP/OSP?

[ ]  Have you indicated the timeframe for your RSP?

[ ]  If applicable, have you justified why you need to undertake a particular RSP activity at a particular location?

[ ]  Have you provided all supporting documents (e.g., letters of invitation for RSP, postgraduate supervisor supporting statement, letters from publishers, etc.), if relevant?

[ ]  Have you provided your publication record for the past 6 years (where relevant to the nature of the proposal) as evidence of your capacity to undertake and complete the proposed RSP successfully?

[ ]  Have you signed your application?

## **For PART B**

[ ]  Have you seen and signed your Head of School/Research Institute Director and Executive Dean’s comments?

# PART E – Compulsory Reporting

Section 8 of the RSP Policy outlines the requirement for a report of between 2-5 pages on completion of RSP to be submitted by the member of staff granted RSP.

This report would normally contain summaries of the following:

1. the research question

(b) aims of the program;

(c) main activities;

(d) for RSP, main institution(s) visited;

(e) outcomes of the program;

(f) details of variations from the original program;

(g) a summary of the perceived benefits to the:

- staff member’s work;

- work of the University:

(h) any recommendations to the RSP Committee or to the University.

Staff should also note the financial reporting requirements under 8.1.1.