# MQ Carer Conference Support Scheme

# Application Form 2024

## Continuous submission and assessment:

The Macquarie University Carer Conference Support Scheme is open for continuous submission and assessment of applications.

***Note that the date of the proposed conference cannot be less than 2 months from the time of application.*** *Applicants should be aware that funding is limited, and it is advantageous to apply early.*

## Submission Instructions:

Applicants must complete this application form and submit the application as a single PDF attachment (including HOD letter, itinerary, quotes, conference confirmation etc)within the [Pure Research Management System](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-project-form) (PURE). Applicants must obtain the necessary approvals via PURE prior to the submission deadline.

We recommend allowing a week for your application to progress through PURE to ensure all approvals are received before the due date. It is the responsibility of the applicant to ensure approval is finalised prior to the deadline.

A [Quick Reference Guide](https://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-management-system) is available which explains how to create and submit a grant application as a Researcher through this system.

Application and supporting documentation must be submitted as a single PDF file and should be named according to the following convention: “Surname\_MQCCSS” e.g. “Smith\_MQCCSS”.

1. **Applicant Details**

*Details here should match the details provided in your Pure record.*

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| --- | --- |
| **Name (incl. title)** |  |
| **Position (incl. details of joint appointment(s)** |  |
| **Faculty** |  |
| **Department** |  |
| **Email** |  |
| **Phone** |  |

1. **Conference Details**

Provide the name of the proposed conference

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Provide the dates of the proposed conference

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Provide the location of the proposed conference

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Provide the title of the paper or poster to be presented at the conference

* *If possible, please provide written confirmation of acceptance of a presentation (either talk or poster, via letter, fax or email) from the relevant organisers as part of your application, combine as a single PDF with this application form*

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Provide a rationale outlining nature of participation in the conference, including:

* an explanation of the significance or status of the forum
* the review process or invitation for your participation in the forum

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Explain how this paper or poster is relevant to your research

(approximately 150 words or less)

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Explain how attendance at the conference is important for your research career (approximately 150 words or less)

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**3. Rationale**

Provide a detailed rationale justifying the application for carer support in view of your usual caring arrangements and your need for **extraordinary** arrangements to support conference attendance. Describe, where appropriate, why alternative, less expensive options are not available, including care by other family members.

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**4. Budget and Justification**

Please provide your budget request and detailed justification in the table below.

*Funding up to $500 is available for a conference within the Sydney metropolitan area, $1000 for a national conference outside the Sydney metropolitan area, $1500 for a national conference in Western Australia, the Northern Territory or far North Queensland, and $2000 for an international conference*.

*Please ensure your budget is supported by your itinerary and quotes (flights, accommodations, expenses etc) which should be included as part of your application, as a single PDF with this application form.*

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| **Budget Item** | **Cost** | **Justification** |
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**5. Previous Funding**

Detail any previous funding received under this program.

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**6. Research Active Status**

Please demonstrate below that you meet the Research Active criteria according to the [Macquarie University definition](https://staff.mq.edu.au/research/strategy-priorities-and-initiatives/strategic-research-framework/Research-Active-Definition-revised-October-2016.pdf). Provide a list of all grants, HDR supervisions and papers in the last 5 years

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**7. Checklist**

***(Double Click to activate check boxes)***

All fields in this application form complete:

Written confirmation of conference attached:

Head of Department letter of support attached:

Itinerary (quotes) attached:

All of the above attached in a single PDF named ‘*Surname\_MQCCSS’*:

Application submitted and approved by Head of Department through [Pure Research Management System](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/grant-applications/macquarie-research-management-system) :

**8. Declaration**

By submitting this application, I confirm I have read the Funding Rules and conditions of grants under this program, including relevant Macquarie policies, and certify that to the best of my knowledge the information provided in this form is correct and discloses a full and accurate picture

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_