# Adelaide Graduate Centre

## Hans-Jürgen and Marianne Ohff Research Grant Application Form

**Application for Funding - Round 1, 2020 – Travel between 1 January and 30 June 2020**

### These grants are available to HDR students at the University of Adelaide to undertake a short study program, do fieldwork, undertake an internship or industry placement or present or attend a conference at a German-speaking university or research institution in the first six months of 2020 (1 January – 30 June 2020).

**Please read the Grant Rules before completing this application. Once your application is complete, please collate all parts of your application and submit as one pdf file.**

### **Student Details**

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Contact email address:(all correspondence will be sent to this address) |  |
| Contact Phone Number |  |
| Previously held an Ohff Research Grant or any other travel grant? | [ ]  Yes If yes, please provide details below[ ]  No |
| Details of other travel grants |  |

### **Current Program Details**

|  |  |
| --- | --- |
| Current degree program | [ ]  PhD Conventional [ ]  PhD combined Conventional /Publication[ ]  PhD by Publication [ ]  Masters |
| School/Discipline |  |
| Date of commencement |  |
| Major Review (MR) completed? | [ ]  Yes[ ]  No |

### **Proposed Research Activities (a separate statement can be attached)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Travel dates | Date of departure |  | Date of return |  |
| Institution/conference/location ⮊ (written confirmation must be attached to this application) |  |
| Detailed summary of:* field of intended research
* proposed activities and outcomes
* reasons for timing of travel
* why travel is essential
* how the travel will strengthen links with the University of Adelaide
 |  |

### **Timeline of activities (to be attached)**

⮊ Provide a detailed timeline of activities (where you are travelling to/from, your activities at each location etc).

### **Budget (to be attached)**

Provide a detailed budget of expenses and income for your travel. Income includes any other awards or travel grants (including postgraduate scholarships). Please include the total amount of funding you are seeking (travel costs less income).

### **Statement of Support (to be attached)**

⮊ A separate signed statement from your Principal Supervisor is required. This must outline the necessity of the travel for your research at this time and the arrangements for supervision whilst overseas and confirmation of academic merit/achievement in the past year. The statement must be endorsed by the Head of School/Discipline and attached to this application. It can be in the form of a memo or letter.

Name of Principal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Study Leave**

Prior to your travel you must have approved Study Leave.

Application for Study Leave can be downloaded from the Graduate Centre website at: <http://www.adelaide.edu.au/graduatecentre/forms/candidature-management/>

### **Checklist**

[ ]  A detailed summary (in layman’s terms) of the proposed activities and outcomes, the reasons why travel is essential to your research at this time and how it will strengthen links with the University of Adelaide etc

[ ]  Timeline of activities (travel plans, where and how the time will be spent etc)

[ ]  Budget

[ ]  Confirmation from the research institution (i.e. letter of invitation, email correspondence)

[ ]  Statement from Principal Supervisor outlining the necessity of the travel at this time and arrangements for supervision whilst overseas including endorsement by Head of School

### **Certification by Student**

I confirm that the information given above is true and correct. I have read the rules for the Hans-Jürgen and Marianna Ohff Research Grant and I undertake to return to the University of Adelaide upon completion of the period of travel, and provide a report of activities undertaken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name (please print) |  | Signature |  | Date |