

CHINA STUDIES CENTRE RESEARCH GRANT PROGRAM GUIDELINES

Application deadline: 31 January 2020

PURPOSE OF THE GRANT PROGRAM

The CSC Research Grants Program supports CSC members to undertake research activities related to Greater China (including mainland China, Taiwan, Hong Kong, and Macau), as well as overseas Chinese communities, and research activities with China-based collaborators. Funds available under each category range from \$1,500-\$15,000.

GRANT CATEGORIES

- Conference Participation
- Short-term Visitor (Incoming)
- Short-term Visitor (Outgoing)
- Small Project
- Publishing Support
- Graduate Research Student Support
- Centre In China Conference Funding
- National Library of Australia Grant

Further information on each category, including eligibility, general requirements and assessment criteria, see Category Specific Information below. Please read the relevant grant section carefully and ensure that you respond accurately and with an appropriate level of detail. Inappropriate or inadequate submissions may not be reviewed.

SUBMISSION PROCESS

1. Check the opening and closing dates for the program. One funding round is conducted per year.
2. Complete the application form on the CSC [research grants website](#).
3. Submit your application by the due date.
4. All applications are then assessed by the CSC Research Committee. Assessment response times vary, but you can expect notification in approximately one month.

For further information, please contact: chinastudies.centre@sydney.edu.au or (02) 911 40837.

CATEGORY SPECIFIC INFORMATION

Conference Participation

Purpose

To support the mobility of academics within their domestic and global communities. A funding contribution of up to \$5,000 can be requested for costs associated with conference registration, travel and accommodation.

Note: Applications for this category can be made retrospectively if the conference takes place between the closing date of the previous funding round and opening date of the current funding round.

Eligibility

Applicants for Conference Participation funding must:

- Be an academic member of the CSC (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

Requirements

The applicant must:

- Be presenting a paper on a China-related topic at a reputable Australian or international academic conference, workshop or seminar. Or, on any topic relevant to the objectives of the CSC at a reputable conference, workshop or seminar in mainland China, Taiwan, Hong Kong or Macau.
- Provide a brief project plan outlining the purpose, outcomes and timeline.
- Provide an invitation letter or other evidence that the paper has been *accepted* by the conference organizers.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the application and project plan.
- Quality of the conference, workshop or seminar.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (The University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$5,000 can be requested from the Conference Participation category for costs associated with travel, accommodation and registration at a single conference.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class airfares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Conference Participation category:

- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Short-term Visitor (Incoming)

Purpose

To host short-term academic visitors (domestic or international) at the University for research or teaching purposes and/or to build institutional relationships that strengthen China Studies. An indicative length of stay for visitors working on collaborative projects is one month, or long enough to make a meaningful contribution. A funding contribution of up to \$5,000 can be requested for costs associated with travel and accommodation.

Eligibility

The host (and funding applicant) must:

- Be an academic member of the CSC (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

The short-term visitor(s) must:

- Be nominated by an academic member of the CSC.
- Be a scholar who is, or will be, actively collaborating with an academic member of the CSC and/or will give a presentation at a CSC seminar and/or the University of Sydney during his/her visit.

Requirements

The applicant must:

- Provide a visit plan outlining the purpose, benefits and timeline.
- Provide a full CV of the proposed visitor(s).
- Outline how the proposed visitor(s) will contribute to the University, for example (as a minimum) give a presentation (co-sponsored by the CSC), collaborate on a research project with a CSC member, host, produce or contribute relevant content for the CSC website, engage with media if requested, identifying themselves as a CSC supported visitor.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.

- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the application and visit plan.
- Reputation of the proposed visitor.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Demonstrate that the visit will be of benefit to members in more than one CSC cluster.
- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (The University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$5,000 can be requested from the Short-term Visitor (Incoming) category for costs associated with travel and accommodation.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class airfares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use accommodation within Sydney that takes advantage of the University discount offered by certain hotels near campus, detailed [here](#).
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Short-term Visitor (Incoming) category:

- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Short-term Visitor (Outgoing)

Purpose

To build institutional relationships that strengthen China Studies. An indicative length of stay at a domestic

or international institution is one month, or long enough to make a meaningful contribution. A funding contribution of up to \$10,000 can be requested for costs associated with travel and accommodation.

Eligibility

Applicants for Short-term Visitor (Outgoing) funding must:

- Be an academic member of the CSC (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

Requirements

The applicant must:

- Provide a visit plan outlining the purpose, benefits and timeline.
- Provide an invitation letter from the host institution.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the application and visit plan.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$10,000 can be requested from the Short-term Visitor (Outgoing) category for costs associated with travel and accommodation.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class fares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Short-term Visitor (Outgoing) category:

- As a supplement or substitute for SSP funding or expenses during a period of leave from the

University.

- Items of recurrent funding (continuing positions, PhD scholarships)
- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Small Project

Purpose

To assist and advance existing research projects or the development of new projects related to Greater China. A funding contribution of up to \$10,000 can be requested to facilitate research projects and field trips.

Eligibility

Applicants for Small Project funding must:

- Be an academic member of the CSC (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

Requirements

The applicant must:

- Provide a research proposal outlining the purpose, theme, research output (including a 12-month plan describing how broad intellectual outcomes will be achieved, e.g. possible future funding, publications, or other outputs), a budget and overall timeline.
- Provide a presentation plan for at least one related public event, such as a lecture, seminar, symposium, or website with a clear public address.
- Provide a full CV for all proposed participants.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of undertaking the activity, including a summary of actions, research outcomes and grant expenditure.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality, originality, potential and feasibility of the research proposal and presentation plan.
- Quality and relevance of participants.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.

- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$10,000 can be requested under the Small Project category for costs associated with travel, accommodation and fieldwork.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class airfares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use accommodation within Sydney that takes advantage of the University discount offered by certain hotels near campus, detailed [here](#).
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Small Project category:

- Items of recurrent funding (continuing positions, PhD scholarships).
- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Publishing Support

Purpose

To increase the number of publications produced by the University of Sydney on topics related to China, Taiwan, Hong Kong and Macau, as well as overseas Chinese communities. A funding contribution of up to \$3,000 (or greater in exceptional circumstances) can be requested to facilitate the procedural aspects of publication (e.g. assistance with translations, indices, image fees and editing).

Eligibility

Applicants for Publishing Support funding must:

- Be an academic member of the CSC (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

Requirements

The applicant must:

- Provide a rationale for funding support, including: a summary of the manuscript outlining the theme, broad intellectual outcomes, connection to China or Chinese studies, a budget, timeline, and any other relevant details.
- Provide a presentation plan for at least one related public event, such as a lecture, seminar, symposium, or website with a clear public address.
- Provide proof that the manuscript has been accepted for publication, and that it is at least substantially completed at the time of the application.
- Demonstrate that the grant will facilitate the completion of the agreement with the publisher by

- contributing to essential costs of publishing.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the rationale and presentation plan.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$3,000 (or greater in exceptional circumstances) can be requested from the Publication Support category for costs associated with procedural aspects of publication including but not limited to: assistance with translation, indices, editing, printing, or the reproduction of essential images.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.

The following items **will not** be funded under the Publishing Support category:

- Publications that are not peer-reviewed, or for which a fee is required as a condition of access to the publication.
- Items of recurrent funding (continuing positions, PhD scholarships).
- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Graduate Research Student Support

Purpose

To contribute to activities for graduate research students whose research is about China or takes place in China, and to build a multidisciplinary intellectual community of interest for the largest possible number of

graduate students at the University. The grants aim to integrate with, not replace, other forms of funding available through different sources and do not cover fieldwork costs. A funding contribution of up to \$2,000 can be requested for costs associated with attendance at a major conference, or funding for individual or collective activities (e.g. seminars) or projects.

Eligibility

The applicant must:

- Be a CSC student member, currently enrolled and up-to-date with their milestones.

Requirements

The applicant must:

- Provide a plan outlining the purpose, benefits and timeline.
- Provide, where relevant, evidence that the activity concerns China Studies and is of interest to a broad, multidisciplinary community within the University.
- Provide, where relevant, an invitation letter or other evidence that your abstract has been *accepted* by the conference organizers.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the project plan.
- If relevant, quality of the feasibility, potential and significance of the activity.
- If relevant, quality of the conference abstract accepted for presentation.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (The University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$2,000 (or greater in exceptional circumstances) can be requested from the Graduate Research Students Support category for costs associated with conference attendance (national or international), or multidisciplinary activities (e.g. seminars) or projects.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class fares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.

- Use accommodation within Sydney that takes advantage of the University discount offered by certain hotels near campus, detailed [here](#).
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Graduate Research Student Activities category:

- Fieldwork costs in China or elsewhere.
- Activities where funding is available through different sources.
- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

Centre in China Conference Funding

Purpose

[The University of Sydney Centre in China was launched](#) on 11th November 2016. Based in the Suzhou Industrial Park Dushu Science, Education and Innovation District, the Centre connects the University of Sydney, its researchers and students, to China by providing a platform to create innovation and knowledge networks, identify emerging opportunities and strengthen research collaboration and mobility.

The Centre in China Conference Grant is administered by the CSC at the University's Darlington campus. The purpose of the grant is to assist the University's academic staff members to host conferences, workshops and seminars in Suzhou in order to facilitate and enhance relationships with collaborators in China.

Funding of up to \$15,000 per conference may be awarded to cover costs associated with the conference, workshop or seminar held at the University of Sydney Centre in China. This may include airfares for Australian and Chinese participants (from Australia and within China), accommodation, venue hire (where necessary), catering, and local travel. Applicants should contact Annie Zhou annie.zhou@sydneyuniversity.cn from the Centre in China to discuss their proposed timeframe and budget to confirm the event's feasibility prior to submitting applications.

Eligibility

Applicants for Centre in China Conference funding must:

- Be an academic staff member of the University of Sydney (excluding members of the CSC Research Committee).
- Hold a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit.

Requirements

The applicant must:

- Submit a proposal outlining the purpose, scale, Chinese partners (if applicable), expected outcomes, confirmed and potential speakers, draft program, and any other relevant information.
- Demonstrate how the proposal meets the University's objectives in relation to the Centre in China.
- Provide short biographies for all persons to be funded. Generally, only The University of Sydney academics or students can be funded. If funding is sought for external persons, detailed reasons must be provided.
- Acknowledge the support of Centre in China Conference Grant at the conference, and any

publications or activities that arise from the conference.

- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Significance and academic importance of the event.
- Quality of the proposal and related outcomes.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Are submitted by an applicant who has demonstrated the existing and/or proposed collaborations with Chinese partners.
- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious efforts to secure funds from other internal (The University of Sydney) or external sources that match or exceed the amount requested from the CSC.
- Take a genuine, multidisciplinary research approach, involving academics from different Faculties or disciplines.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$15,000 can be requested for costs associated with the conference, workshop or seminar held at the University of Sydney Centre in China. This may include airfares for Australian and Chinese participants (from Australia and within China), accommodation, venue hire (where necessary), catering, and local travel.

Your budget must:

- Clearly specify why a particular amount is sought, and which costs are covered by the Centre in China.
- Only request funding for costs associated with a single event or series of events (i.e. seminars).
- Include supporting evidence, such as quotations for significant costs.
- Use economy class airfares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use accommodation within Sydney that takes advantage of the University discount offered by certain hotels near campus, detailed [here](#).
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the Centre in China Conference Grant category:

- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.

- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.

National Library of Australia Grant

Purpose

To encourage academic members and HDR student members of the CSC to work with the [Asian Collections](#) of the National Library of Australia (NLA). The NLA holds the largest, most significant collections of Asian-language and Asia-related research materials in Australia. The Library also collects materials on Australia published in numerous Asian languages and remains the best-resourced institution in the country for this purpose.

To facilitate the use of this significant resource, CSC offers funding of up to \$1,500 intended for the successful applicant to travel to and from Canberra as well as accommodation and living costs for one to two weeks, making use of the NLA Asian Collections and consulting with the collection's staff.

NLA in-kind support

Successful applicants will be supported by provision of an overview of the collections, access to the Asian Collections reference staff, daily access to the Asian Collections stacks and personal consultation with specialists as required, enabling them to maximise their research time in a peaceful and supportive environment. Successful applicants will also have the option of contributing posts to NLA social media or writing short blogs about their experience.

Eligibility

Applicants for NLA research funding must:

- Be an academic member (excluding members of the CSC Research Committee) who holds a continuing salaried or fixed term position, which is expected to continue for 12 months after the date of the funded activity. Academics on recurring annual research contracts will need to provide a letter of intent of employment, signed by the head of their academic unit; or
- Be a HDR student member of the CSC, currently enrolled and up-to-date with their milestones.
- Demonstrate the relevance of the NLA collection for their proposed research.
- Be able to visit the NLA within 12 months of being awarded funding.

Requirements

The applicant must:

- Provide a project plan outlining the purpose, outcomes, and timeline.
- Contribute to the CSC by presenting the outcomes of the funded activity via a seminar, article or other piece of work, if required.
- Provide a Completion Report within three months of completing the funded activity.
- Provide copies of Completion Reports for any previous CSC funding.
- Submit their application by the deadline.
- Ensure that funding will be spent as specified within 12 months of receipt.
- Formally acknowledge the support received from the CSC in any presentations, publications or activities that arise from the funded activity.
- Provide the CSC with one copy of any research output.

Assessment criteria

- Quality of the application and project plan.
- Relevance of the activity to CSC objectives.

Preference will be given to applications that:

- Involve early career researchers.
- Demonstrate, via correspondence or other evidence, that the applicant has made serious

efforts to secure funds from other internal (University of Sydney) or external sources that match or exceed the amount requested from the CSC.

- Take a genuine, multidisciplinary research approach.
- Are submitted by applicants who are, or have shown an intention of, actively participating in CSC activities and academic life (e.g. by contributing seminar or website content, or representing CSC in the media).
- Meet all relevant eligibility and requirement items stipulated in these guidelines, including applying for an amount within the specified grant maximum.

Budget Stipulations

A funding contribution of up to \$1,500 can be requested under the NLA grant category for costs associated with travel, accommodation and living cost.

Your budget must:

- Clearly specify why a particular amount is sought.
- Include supporting evidence, such as quotations for significant costs.
- Use economy class airfares, in accordance with University policy.
- Provide accommodation costs that are appropriate (not to an extravagant standard) in accordance with university policy.
- Use up to \$50AUD per day towards meals.

The following items **will not** be funded under the NLA grant category:

- Items of recurrent funding (continuing positions, PhD scholarships).
- Per diem allowances.
- Equipment.
- Side trips or any other costs not directly associated with the funded activity.
- Offshore payments for anyone not employed by, or formally associated with, the University of Sydney.

The CSC Research Committee reserves the right to specify how funding may be used, and to query amounts of funding requested.