



## **CHINA STUDIES CENTRE RESEARCH GRANT PROGRAM**

### **APPLICATION SUPPORTING DOCUMENTS CHECKLIST (PDF format only)**

#### **1. Conference Participation**

- CV
- a copy of accepted abstract or paper and evidence of acceptance
- project plan outlining the purpose, outcomes and timeline (provide information in 'Project details' on application form)
- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

#### **2. Short-term Visitor (Incoming)**

- CV of applicant, who is the host of the visitor
- CV of visitor(s)
- details of collaboration between the host and the visitor(s) and visitor's plan in Sydney including the proposed activities (provide information in 'Project details' on application form)
- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

#### **3. Short-term Visitor (Outgoing)**

- CV
- invitation letter from the host institution
- details of collaboration between the applicant and the host institution and the proposed activities during the visit (provide information in 'Project details' on application form)
- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities



#### **4. Small Project**

- CV
- if applicable, CV of all persons who will be funded by the grant
- research proposal outlining the purpose, timeline, and research output (provide information in 'Project details' on application form)
- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

#### **5. Publishing Support**

- CV
- proof that the manuscript has been accepted for publication, and that it is at least substantially completed at the time of the application
- provide a rationale for funding support, including a summary of the manuscript outlining the theme, broad intellectual outcomes, connection to China or Chinese studies, timeline, and any other relevant details (provide information in 'Project details' on application form)
- quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

#### **6. Graduate Research Student Support**

- CV
- if applicable, CV of all persons who will be funded by the grant
- a plan outlining the purpose, benefits and timeline (provide information in 'Project details' on application form)
- if applying funding to attend conference, an invitation letter or other evidence that your abstract has been accepted by the conference organisers, as well as a copy of abstract/paper
- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- approval (email or letter) from supervisor(s) confirming the applicant has met the milestones and the project is contributing to applicant's degree

#### **7. Centre in China Conference Funding**

- CV of applicant and brief CV of all persons who will be funded by the grant
- a proposal outlining the purpose, scale, Chinese partners (if applicable), expected outcomes, confirmed and potential speakers, draft program, and any other relevant information (provide information in 'Project details' on application form)



- plane tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

#### **8. NLA Grant**

- CV
- a project plan outlining the purpose, outcomes and timeline (provide information in 'Project details' on application form)
- plane/bus tickets, hotel reservations or quotations supporting proposed budget
- if applicable, evidence of other sources of funding
- if applicable, copy of completion reports of previous CSC research grants
- if applicable, details of past contributions to CSC
- if not holding a continuing position, evidence that the applicant is expected to be employed for at least 12 months after receiving the grants
- approval (email or letter) from Head of School or Faculty's Associate/Deputy Dean Research confirming the project is aligned with the faculty's research strategy and priorities

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