



The University of Southern Queensland
How to apply for the Early Career Research Program

Prior to applying, applicants should familiarise themselves with the [selection criteria](#).

An application consists of a completed and signed [ECRP Application Form 2011 \(DOC 74KB\)](#) plus relevant attachments (see the Attachments section below). These attachments must be submitted with:

- 12-point type
- single-line spacing
- at least 20mm left and right margins
- all pages numbered consecutively from the beginning of the application form to the end of the attachments

As one intention of the program is to provide experience in the preparation of funding applications, strict compliance to the guidelines (format, presentation, etc) is essential. If the application exceeds page allowances, the application will be excluded from consideration.

Submission of application

The completed application form with the relevant attachments should be forwarded to the Office of Research and Higher Degrees ORHDgrants@usq.edu.au including scanned signatures by 4.00pm 31 October 2011. All applications must be accompanied with a Grants Cover Sheet.

Application form instructions

The following instructions must be observed for completion of the application form:

- **Question 3: Project title** - maximum of twenty words which should accurately describe the nature of the research.
- **Question 4: Research Codes** - [FoR and SEO codes](#) are required for various research data collections.
- **Question 8: Project summary** - in a maximum of 100 words explain the project in a way that can be understood by an intelligent layperson.
- **Question 9: State the number of days per month** (out of a maximum of 21) that you personally intend to devote to the project.

Attachments

The following points will assist with completion of the text part of the application for attachment to the application form:

Refer to the [selection criteria](#) and attach the following to the application form.

1. Up to four A4 pages explaining the nature and methodology of your proposal (References must be included). Consider how and what information will be acquired, how the data will be analysed, provide a timeframe and show that it is appropriate and achievable. State clearly the objectives and anticipated outcomes of the project. Detail the availability of any infrastructure items required for the project.

2. A detailed justification of your proposed budget. (Refer to Budget Items below)
3. A brief statement of your eligibility for funding under this program and details that demonstrate your research potential. This should be supported by a brief CV detailing your qualifications, publications and papers. Plus a copy of PhD certificate.
4. A brief CV for your nominated mentor, and a signed statement from your mentor indicating the nature of the support that this person will be able to provide.

Additional points

The following points provided by members of previous selection panels will provide additional guidance to applicants:

1. In some instances it was evident that the nominated mentors had not been an integral part of the application process as intended
2. In many cases the required budgets had not been appropriately substantiated. The guidelines state the necessity for attention to this detail
3. Research assistants will not be supported by this scheme. The intention is that the ECR will carry out the research themselves
4. Make sure that the projects summary is written in language that can be understood by an intelligent lay person. Your application will be assessed by a non-discipline specific panel although expert opinion may be sought if deemed appropriate. Do not overload the body of your application with jargon
5. Literature review should be completed prior to development of the submission
6. Application should be prepared as a properly referenced academic document
7. Reference should be made to future potential grant applications that might result from the opportunities provided by this internal funding program.