**Social Research Assistance Application Form**

The Platform provides and organises non-intellectual specialised research support for researchers who are **close to completing** their research projects. For more information about eligibility and criteria, please click [here](https://www.latrobe.edu.au/research-infrastructure/research-facilities/social-research-assistance-platform/researchers/process).

Instructions: Completed application forms must be sent as a single pdf file including appended supporting documents (e.g. publisher contract and quotes) and approvals from co-applicants and Head of Department or Head of School or Director of Research (for Academic Researcher) or supervisor(s) (for graduate research student).

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| **1. Details of the applicant** |
| Name |  | College |  |
| Level of appointment (for current graduate research students, indicate number of years into your degree) |  | School |  |
| Permanent or fixed-term (end date) |  | Department/Centre |  |
| Email address |  | Campus |  |
| **2. Co-applicants** – add as many rows as requiredName; department/school; level of appointment; permanent or fixed term (end date) |
| 1 |  |
| 2 |  |
| 3 |  |
| **3. Details of the specialised research support required** (please provide as much detail as possible) |
| **3.1. Title of project for which specific assistance is required** (max 50 words) |
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| **3.2. Brief overview of project for which specific assistance is required. Please clarify the status of your project, i.e. what has been done and what still needs doing. For manuscript assistance, please indicate size of the manuscript. Please note that the Platform predominantly provides support for projects that are close to completion except for certain research activities such as transcription and translation.** (max 300 words) |
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| **3.3. Skill set requirements/Task(s) to be completed** (max 400 words) |
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| **3.4. Preferred research support staff and or services and contact details (if applicable).** Due to the current restrictions with casual employment, we will need to first try to identify staff from within the University. If a specialised skill set is required, and not available within La Trobe, the Platform may seek approval to employ casual staff. We will assist you with identifying and making appropriate arrangements once your application has been approved for support (max 150 words). |
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| **3.5. Location, date and duration of required research support** (Note: Assistance must be used within 2021 for specified research activities) (max 150 words) |
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| **4. How will the research support listed above contribute to the success of the research project and what are the intended research outcomes?** (e.g. list any publications, future research projects, grant applications, and examples of impact and engagement, i.e. how your research will impact the economy, society, environment or culture and how you plan to document these outcomes. Click [here](https://webstat.latrobe.edu.au/https/intranet.latrobe.edu.au/__data/assets/pdf_file/0018/175212/srap-impact-engagement-guide-20181218.pdf) for further information on engagement and impact. (max 400 words). (If you are having trouble with the link above, please cut and paste this link directly into your browser: <https://bit.ly/2RWtqSV>) |
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| **5. Please briefly describe how this research project aligns with the University’s** [**Research 2030 Plan and Themes**](https://intranet.latrobe.edu.au/research/research-2030)**?** (max 300 words) |
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| **6. If applicable, have you considered any (non-funding) alternatives to recruiting research support staff e.g. seeking training in a particular skill set? Please provide details below** (max 150 words) |
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| **7. Details of any current research grants** (max 150 words) |
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| **8. Research support budget** – add as many rows as required. The platform pricing [calculator](https://www.latrobe.edu.au/__data/assets/excel_doc/0009/741591/Social_Research_Assistance_Platform_Casual_Rate_Calculator_v4.1.1.xlsx) can be used to determine the standardised support hours for proofreading, copyediting and indexing and to calculate costs for casual staff and transcription. If a higher rate or more hours are required for these services, please provide a justification.  |
| **Provide an itemised budget. Describe each task and the basis of your calculation** | **Estimated Costs (AUD)** |
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|  |  |
| **Totals** |  |
| **9. What other funding or support have you sourced (even unsuccessful ones)? If you have not considered other support sources, why not?** (max 150 words) |
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| **10. Please indicate when you commenced your academic career and any previous career interruptions (e.g. maternal or parental leave and illness)** |
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| **11. Track Record: List external grants awarded to all applicants in the last 5 years** (details limited to CIs, source of funds, amount awarded and dates). If you do not have any, please list any significant external grant applications submitted. |
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| **12. Track Record: List publications in the last 5 years** **for all applicants** (publication details limited to authors, journal/book title, date and journal Impact Factor and citations where relevant) |
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| **13. Co-applicants** — an email from each, agreeing to be an applicant appended to the end of the application form |
| **14. Endorsement (For Academic Researcher, Head of Department or Director of Research. For Graduate Research student, supervisors)** — an email stating approval appended to the end of the application form supporting researcher’s capacity and ability to achieve the proposed outcomes i.e. “I endorse [RESEARCHERS NAME]’s application” |

**By submitting this application, I declare that:**

* All relevant sections of this application form are completed and correct.
* I have obtained written consent from all co-applicants listed on this application.
* I have obtained endorsement from my Head of Department/Head of School.

**Applicant**

NAME:

DATE: