

THE AUSTRALIA & PACIFIC SCIENCE FOUNDATION

GRANT APPLICATION FORM

Guidelines and instructions for completing the form

In the early 1960s a group of benefactors established the New Guinea Biological Foundation and invested trust funds in a cocoa plantation at Arawa, Bougainville. This foundation funded a variety of projects aimed at the promotion, advancement and study of biological science in all its branches. Later, in 1985, another foundation was formed in addition to the New Guinea Biological Foundation, to broaden the geographic location of projects to Australia and other countries in the southwest Pacific.

In 2000, the Australia and Pacific Science Foundation was established to sponsor activities within Australia and managed by Australian entities. In 2005 sponsorship was extended to include projects with components within the south west Pacific, managed by Australian institutions or other entities within those countries.

In seeking to achieve this ideal, the Foundation's top priority is to provide support, on a competitive basis, for high quality research by scientists in Australian national or state institutions, and universities.

The Foundation seeks to complement, rather than compete with, other funding bodies. Experience has shown that modest support can be particularly effective if used as "seed money" to initiate projects, which may subsequently expand and attract major funding from other sources. Foundation grants have also supported specific components of large projects financed primarily by other agencies.

Typically the APSF provides project grants up to approximately A\$15,000 per year for up to three years. Grants are awarded to institutions within Australia or other countries of the south west Pacific region, for activities within those countries.

Grants are made in annual instalments, and payments are dependent upon the receipt of satisfactory, annual reports and financial statements. An additional progress report is required six months after the start of the project. Salaries of technicians and research assistants may be supported, but grants do not cover the salaries of scientific research staff or stipends of students. Administrative overheads are not funded.

Selection Criteria Please refer to the Australia & Pacific Science Foundation website for details.
<http://www.apscience.org.au/guidelines.html>

Completing the form

- This form is in Adobe Acrobat format.
- Formatted text may be achieved within the files by selecting text, right clicking and selecting the appropriate formatting.
- Use the tab key to navigate through the fields in the form.
- Special text such as tables, photographs and graphs may be submitted in a separate ANNEX, maximum length 2 pages. This special text together with the information required under Section (L) of the application form, should be combined into a single PDF file and submitted with the form.
- Please print the front page, have it signed by the institutional representative, and scan it.
- To limit the overall length of applications, some fields are limited in length, particularly in sections E & H. Text will not be able to be entered beyond the maximum length of these fields, or may not be visible if it goes beyond the bottom border of table cells.
- The completed application, consisting of:
 - The filled out form,
 - The signed and scanned front page, and
 - The ANNEX referred to above, should be emailed to bfilshie@apscience.org.au by the due date published on the website. Please note that mailed hard copies of the applications will no longer be required.
- Applications are confidential to the Research Committee. They may be referred to external referees on a confidential basis.

GRANT APPLICATION FORM

(A) NAME AND ADDRESS OF THE INSTITUTION OR COMPANY MAKING THIS APPLICATION:

Name

Address

City State Post Code

Phone number Email

(B) SIGNATURE OF INSTITUTIONAL REPRESENTATIVE SIGNIFYING INSTITUTIONAL APPROVAL OF THIS APPLICATION

Name

Address

Signature:

(C) PROJECT TITLE:

Project Title

(D) NAME AND ADDRESS OF PROJECT LEADER AND LIST OF OTHER PERSONNEL TO BE EMPLOYED ON THE PROJECT

Name of Project Leader

Position

Address

Telephone Email

Other Participating Staff

APSF GRANT APPLICATION FORM (CONTINUED)

(E) BRIEFLY OUTLINE THE PROJECT

(i) Introduction. Describe the context and the significance of the project.

(ii) Background. Provide a brief review, with citations, of the state of current knowledge and identify the gaps.

(iii) Scientific Objectives.

APSF GRANT APPLICATION FORM (CONTINUED)

(E) OUTLINE OF THE PROJECT PLAN (CONTINUED)

(iv) **Methods.**

Empty box for writing the project methods.

APSF GRANT APPLICATION FORM (CONTINUED)

(E) OUTLINE OF THE PROJECT PLAN (CONTINUED)

(v) Milestones. Indicate the anticipated progress towards the objectives every 12 months of the project.

(vi) Anticipated Outcomes and Benefits.

(vii) Communication of Results. Outline plan for communication of results. It should be targeted to one or more key groups, including the scientific community, natural resource managers and agencies, educational institutions and the general public.

APSF GRANT APPLICATION FORM (CONTINUED)

(F) LOCATION AND DURATION OF THE PROJECT

(G) PROJECT ANNUAL BUDGET (BY YEARS FOR THE DURATION OF THE PROJECT. PLEASE PROVIDE ONLY THOSE AMOUNTS REQUESTED FROM THE FOUNDATION):

	Year 1	Year 2	Year 3	Total
(i) Technical Assistance				
(ii) Equipment				
(iii) Operating Costs				
(iv) Miscellaneous				
(v) Travel				
TOTAL				

(H) JUSTIFICATION OF BUDGET:

(Note: Goods and services should be procured from Australian sources unless there is a clear advantage in obtaining them from elsewhere)

(i) Technical Assistance

(ii) Equipment

(iii) Operating Costs

APSF GRANT APPLICATION FORM (CONTINUED)

(H) JUSTIFICATION OF BUDGET (CONTINUED):

(iv) Miscellaneous

(v) Travel

(I) EXPECTED PROJECT INCOME FROM OTHER SOURCES:

(i) Contribution by the Applicant (Institution or Company)

Year	Salaries	Travel	Operating	Capital	Total
One					
Two					
Three					
Total					

(i) Contribution(s) by the Other sources

Year	Salaries	Travel	Operating	Capital	Total
One					
Two					
Three					
Total					

(J) OTHER RELEVANT INFORMATION:

(i) Time Commitments. Should this application be successful, please estimate the personal commitment to this project by the project leader and each of the other listed participating staff (as a percentage of their total time).

APSF GRANT APPLICATION FORM (CONTINUED)

(J) OTHER RELEVANT INFORMATION (CONTINUED):

(ii) Other Applications. Have you any pending grant applications to other agencies for this or similar projects? If so, please provide details (title of application, agency, amount, duration of project, expected date of notification of outcome). Indicate how the current application differs from existing grants or applications submitted elsewhere.

(iii) Other Grants. Please list other current grants awarded to the project leader for this or similar projects (title of project, agency, duration of project).

(K) OTHER RELEVANT INFORMATION TO BE LISTED SEPARATELY:

E Brief personal histories of project leader and other members of the research team:

MAXIMUM OF ONE PAGE ONLY FOR EACH

* List of relevant scientific publications by project leader and other members of the research team. (Please provide a brief description of the most significant findings from your papers on research closest to the subject of this application - 5 lines maximum).

MAXIMUM OF 10 REFERENCES FOR EACH PERSON

* Key references to recent papers related to the project.

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