

# Women's Research Assistance Program Application Form - RD1

## Form Preview

### Eligibility

\* indicates a required field

**A NO response to any of the questions in this section indicates that you are NOT ELIGIBLE for funding.**

The Primary Researcher is the researcher who is taking maternity or adoption leave.

**Does the Applicant Organisation have an Australian Business Number? \***

- No
- Yes

**Is the Applicant Organisation registered for Goods and Services Tax (GST)? \***

- No
- Yes

**Will the Applicant Organisation provide the required proportion of co-funding as outlined under the 'Funding' section of the Guidelines? \***

- No
- Yes

**Is the nominated Primary Researcher female? \***

- No
- Yes

**Is the nominated Primary Researcher employed by the Applicant Organisation? \***

- No
- Yes

**Does the nominated Primary Researcher have Australian citizenship or residency (permanent or temporary)? \***

- No
- Yes - Australian citizen
- Yes - permanent residency
- Yes - temporary residency

**Does the nominated Primary Researcher have a PhD? \***

- No
- Yes

**Does the nominated Primary Researcher conduct research as part of her work duties? \***

- No
- Yes

# Women's Research Assistance Program Application Form - RD1

## Form Preview

**Does the nominated Primary Researcher have approved maternity or adoption leave of at least 13 weeks duration from the Applicant Organisation commencing on or after 1 January 2019? \***

- No
- Yes

**Does the nominated Primary Researcher intend to resume her research role in the Applicant Organisation following leave? \***

- No
- Yes

## Applicant Details

\* indicates a required field

### Applicant Organisation

The employer of the researcher.

**Name of Applicant Organisation \***

Organisation Name

Full legal name.

**Applicant Organisation type \***

Other:

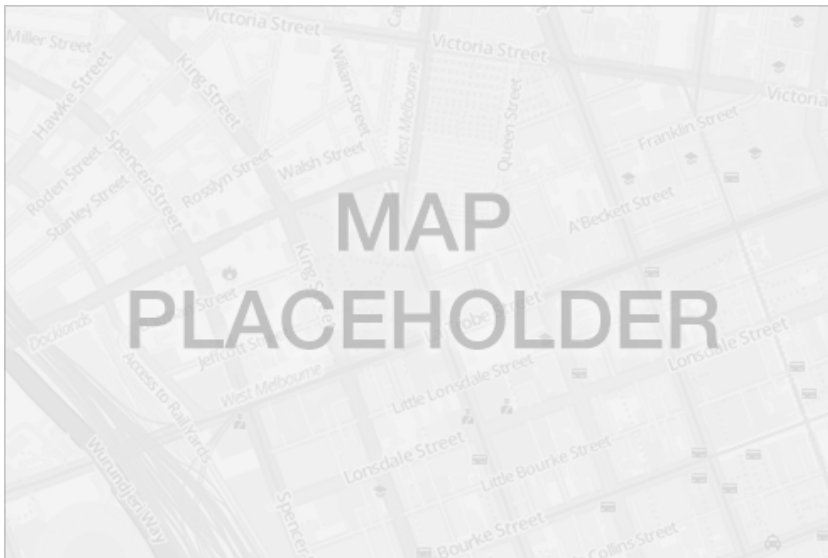
Select from the drop down list

**Applicant Street Address \***

Address

# Women's Research Assistance Program Application Form - RD1

## Form Preview



This field requires a street number and name, suburb/town, state and postcode. The field will auto-populate after you start typing an address, and you can either select the appropriate address from the drop down list, or locate your address by moving the pin. Do NOT enter a building name or number, unit/lot number, or post office box number.

### **Applicant Postal Address \***

Address

Please enter street number and name, or post office box number; suburb/town; state and postcode.

### **Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant Organisation grants co-ordinator

# Women's Research Assistance Program Application Form - RD1

## Form Preview

### Name of Applicant Organisation contact \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position \*

### Phone \*

Must be an Australian phone number.

### Email \*

## Applicant Organisation Declaration Page signatory

### Name of Applicant Organisation officer who signs the Declaration Page \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position \*

### Phone \*

### Email \*

## The Researcher

\* indicates a required field

### Primary Researcher Details

Details of the researcher who will be taking maternity or adoption leave.

### Researcher's Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Gender \*

Male  Female

### Position title \*

# Women's Research Assistance Program Application Form - RD1

## Form Preview

**Work Phone \***

**Mobile number \***

**Work email \***

**Institute/School \***

**Is the researcher of  
Aboriginal and/or Torres  
Strait Islander descent?  
\***

**Researcher's country of  
birth? \***

**Date PhD Awarded \***

The Primary Researcher must have a PhD to be eligible for WRAP funding.

**University attended (for  
PhD) \***

**PhD Research Field \***

Evidence of PhD

**Please upload a scanned copy of: a) the Primary Researcher's PhD, OR b) the Primary Researcher's academic transcript which includes the awarding of the PhD**  
\*

Attach a file:

Main Research Location

The location where most of the research will be undertaken. For example, a researcher from the University of Queensland in Brisbane may have a project based at Heron Island.

**Street number and street name of main Project location \***

Example: 2 George Street

**Building number and/or name, if applicable**

# Women's Research Assistance Program Application Form - RD1

## Form Preview

**The primary town or city where the research will be undertaken \***

Example: Brisbane

**Post Code of main location of the Project \***

Example: 4000

**If applicable, list the other locations where the research will be undertaken**

## Research Details

\* indicates a required field

**Project Title (please follow the set format outlined below) \***

Please use the following format for the Project Title: The name of the Applicant Organisation - the name of the Primary Researcher - the type of leave (maternity or adoption). For example: UQ - Dr Sue Brown - maternity funding.

**Briefly describe the research that the Primary Researcher is currently undertaking. \***

Word count:

Must be no more than 250 words.

**Why is this research important? \***

Word count:

no more than 250 words

**What will be the impact if the research does not continue while the Primary Researcher is on leave? \***

Word count:

no more than 250 words

Details of the Primary Researcher's leave

# Women's Research Assistance Program Application Form - RD1

## Form Preview

The funding entitlement will be calculated on a pro-rata rate of \$1,000 per week (excluding GST) of approved leave for a full-time researcher.

Approved leave of at least 13 weeks must be taken.

The funding entitlement will be calculated up to a maximum of 26 weeks approved leave, even if the researcher has more than 26 weeks leave.

### Type of leave \*

- maternity leave
- adoption leave

### Leave start date \*

### Leave end date \*

### Anticipated return to work date \*

### Has the Applicant Organisation approved the leave? \*

### Upload evidence of the approved leave. \*

Attach a file:

Please upload evidence that the Primary Researcher's maternity/adoption leave has been approved by the applicant agency, including the dates of the approved leave.

## Employment details

### Proportion of a full-time equivalent (FTE) position that the Primary Researcher is employed by the Applicant Organisation? \*

Please enter a value from 0 to 1.0, for example: 1.0 for someone employed in a full-time capacity, and 0.5 for someone employed in a half-time (50%) capacity.

### Proportion of the Primary Researcher's work time that is dedicated to research? \*

Please enter a value from 0 to 1.0, for example: 1.0 for 100% of work time dedicated to research, and 0.5 for 50% dedication to research.

## Funding objectives

### The Advance Queensland Women's Research Assistance Program funds will be used to engage research assistance: \*

- while the Primary Researcher is on leave
- when the Primary Researcher returns to work AFTER taking leave

# Women's Research Assistance Program Application Form - RD1

## Form Preview

both of the above

**How many staff positions do you anticipate will be engaged to assist/replace the Primary Researcher? \***

Must be a whole number. A job is considered to be any position that is permanent or temporary, full-time or part-time, short term or long term. Each position counts as one job, irrespective of FTE. If a given position is held by more than one person (e.g. job sharing or a change of staff) it must be counted as one job. Please include all positions that you anticipate will be supported under the total pool of WRAP funding (Queensland government funding + Applicant Organisation funding).

**Outline the research activities that the engaged researcher or research/laboratory assistant will undertake. \***

Word count:

Must be no more than 500 words.

**How will the engaged researcher or research/laboratory assistant be supervised while the Primary Researcher is on leave? \***

Word count:

Must be no more than 250 words.

**How will the Primary Researcher maintain regular contact with the engaged researcher or research/laboratory assistant while on leave? \***

Word count:

Must be no more than 250 words.

## Funding entitlement

The funding entitlement will be calculated on a pro-rata rate of up to \$1,000 per week for a full-time researcher employed in a full-time capacity for approved maternity/adoption leave of 13 to 26 weeks duration. Leave exceeding 26 weeks will be paid at the entitlement for 26 weeks.

**The funding entitlement formula:**

***Funding entitlement (FE) = \$1,000 x approved leave x FTE employed x time on research***

where

**approved leave** = the number of weeks of approved maternity/adoption leave - must be from 13 to 26 weeks. Leave exceeding 26 weeks may be approved by the applicant funding, but the WRAP funding entitlement will be the same as the entitlement for 26 weeks.

**FTE employed** = the proportion of **full-time equivalent (FTE) time** that the Primary Researcher is employed by the Applicant Organisation, for example, 1.0 for someone



# Women's Research Assistance Program Application Form - RD1

## Form Preview

employed in a full-time (100%) capacity, or 0.5 for someone employed in a half-time (50%) capacity.

**time on research** = the proportion of **work time** that the Primary Researcher spends on research, for example, 1.0 for someone who spends 100% of their work time on research, or 0.5 for someone who spends 50% of their work time on research.

**EXAMPLE:** A researcher who:

- a) spends 50% of her work time on research, and
- b) has approved maternity leave of 20 weeks, and
- c) is employed in an 80% FTE capacity by the Applicant Organisation, has the following funding entitlement:

$$FE = \$1,000 \times 20 \times 0.8 \times 0.5 = \mathbf{\$8,000}$$

**For leave commencing in 2019 - \$6,000 will be funded by Advance Queensland, and \$2,000 will be funded by the Applicant Organisation.**

**For leave commencing in 2020 - \$4,000 will be funded by Advance Queensland, and \$4,000 will be funded by the Applicant Organisation.**

**For leave commencing in 2021 - \$2,000 will be funded by Advance Queensland, and \$6,000 will be funded by the Applicant Organisation.**

**THE FUNDING ENTITLEMENT WILL BE CONFIRMED IF THE APPLICATION FOR WRAP FUNDING IS SUCCESSFUL.**

## WRAP Funded Staff

\* indicates a required field

### Details of Support / Replacement Staff

Please provide details of the staff who you anticipate will be engaged to maintain the Primary Researcher's project while she is on approved maternity or adoption leave.

**EXISTING** staff are officers who worked with the Primary Researcher before she went on approved leave.

**NOTE:** WRAP funding cannot be used to **substitute** a salary. However, WRAP funding can be used to **extend** the hours of an existing staff member to assist in managing the Primary Researcher's project while she is on leave. For example: if an existing staff member assisted the Primary Researcher in a 0.5 FTE capacity prior to the maternity/adoption leave, and this increases to 0.8 FTE while the Primary Researcher is on leave, the increase in time commitment to the project (0.3 FTE) can be supported by WRAP funding.

**NEW** staff are officers who have not previously worked with the Primary Researcher on her research project.

**How many staff do you anticipate will be engaged to maintain the Primary Researcher's project while she is on approved maternity or adoption leave? \***

Must be a whole number. Please count each appointment as a staff member, irrespective of their FTE work allocation. You can only count existing staff if their standard work hours have been extended.

# Women's Research Assistance Program Application Form - RD1

## Form Preview

**Will the hours of one or more existing research / technical staff be extended to manage the Primary Researcher's project while she is on approved maternity or adoption leave? \***

Other:

**What type of research / technical staff do you anticipate will maintain the Primary Researcher's project while she is on leave. \***

- Existing research or technical staff
- New research or technical staff
- Both existing and new research/technical staff
- Other:

## Terms and Conditions Declaration

\* indicates a required field

The WRAP Terms and Conditions declaration page must be **printed; signed** by the nominated Primary Researcher and the delegated representative from the Applicant Organisation; scanned and **uploaded** below.

**IMPORTANT:** The Applicant Organisation must read and **accept** the standard Advance Queensland Women's Research Assistance Program Terms and Conditions (version 2019) **before** submitting the application.

**Does the Applicant Organisation accept the Advance Queensland Women's Research Assistance Program Terms and Conditions (version 2019)? \***

- Yes  No

## Upload Declaration Page

**Upload a signed WRAP Terms and Conditions declaration page \***

Attach a file:

## Privacy Statement

The Department of Innovation, Tourism Industry Development and the Commonwealth Games is collecting the information in this form to evaluate applications for the program as required by the grant Guidelines and Terms and Conditions, and the [Information Privacy Act 2009](#).

This information is usually provided to authorised departmental officers under the [Financial Accountability Act 2009](#) for the purpose of assessing the application for funding. They may provide all or some of the information to the Queensland Government for promotional purposes and may provide details of successful applicants for publication.

# Women's Research Assistance Program Application Form - RD1

## Form Preview

The information provided in this application will not be disclosed to any other parties unless authorised or required by law.