# The Theo Murphy (Australia) Initiative Activity Proposal Sample Form

## Applicant details

**Contact person**

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| **Name**: |
| **Position:** |
| **Organisation:** |
| **Email**: |
| **Phone**: |
| **I am an EMCR Forum member: Yes No** |

**Organising committee members**

Please consider principles of equity, diversity and inclusion. All potential committee members must have agreed to be listed on this application.

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## Activity details

**Title of proposed activity**

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**Description of activity (max 250 words)**

Please include details of the proposed topic, format, length.

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**Provide any details relating to timing or location if relevant**

If there are any constraints or preferences for the timing or location of the activity please list them here. For example, if the proposed activity is part of an existing event, provide dates and location of that event.

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**Aims of the activity and target audience (max 200 words)**

What is the identified need that your activity aims to address? How will it do this? Please include how support through the Theo Murphy initiative will assist in meeting these aims.

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**Support required**

Provide an indicative budget showing both estimated costs for the activity and the requested funding. Any anticipated revenue can be listed in the next section. Refer to FAQ for details of type of support available.

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| **Requested funding amount:** **Breakdown of budget** |

**Other sources of support (both existing and prospective)**

All successful activities will involve further fundraising efforts which will be assisted by the Academy EMCR unit. Please indicate any existing or prospective sources of support including potential sponsors, sources of grant funding, potential partnerships and in-kind contributions.

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| **Confirmed support:****Prospective support:** |

## Selection criteria

**Describe how the activity furthers scientific discovery (max 100 words)**

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**Expected reach and benefits to the EMCRs involved and/or the broader EMCR sector (max 100 words)**

How many EMCRs do you estimate will receive benefit from your activity? Do you have any innovative ideas on how to extend reach eg remote delivery?

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**Describe how the activity will achieve inclusivity, equity, diversity (max 100 words)**

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**Describe how the activity will incorporate interdisciplinarity (max 100 words)**

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# FAQ and tips for proposals

**Am I eligible to propose an activity?**

All proposals must include at least 1 EMCR Forum member on the organising committee. [Becoming a member of the EMCR Forum](https://www.science.org.au/supporting-science/early-and-mid-career-researchers-0/emcrs/emcr-membership-registration) is free and can be done easily online. The Academy defines EMCRs as researchers up to 15 years post-PhD excluding career breaks, irrespective of their type of appointment or type of employer. If you are not an EMCR but wish to submit a proposal, please find an EMCR to work with you.

**Who should be on my organising committee?**

The committee needs to be a group of people committed to contributing to the success of your activity and all members should fit the needs of your activity. For example, if you want to run an interdisciplinary conference bringing together engineers with biologists, then your committee should include both engineers and biologists. While EMCR involvement is strongly encouraged, and at least one committee member must be an EMCR, other the committee members can be researchers at any part of their career. The committee can include non-researchers where relevant. Please consider the principles of equity, diversity and inclusion in the make-up of your committee.

**How am I involved after the proposal?**

It is expected that the activity’s organising committee will work closely with the Academy’s EMCR unit to organise the activity. Typically, the organising committee provide the scientific expertise and knowledge of the sector and/or discipline required for the activity, while the Academy provides expertise including event organisation, design, editing and publications, and communications/media support. The Academy’s EMCR unit will provide guidance to the committee regarding scope and deliverability and will be mainly responsible for the execution of the activity.

**Can existing groups propose an activity?**

Yes. If you are a member of the EMCR group at your university or your scientific society or another group, you are welcome to propose an activity using this group as part or all of your organising committee. However, as the reach of an activity is one of the selection criteria, it is unlikely events which are restricted to EMCRs at a single university or organisation will be funded.

**I have an idea but I don’t have all the details worked out. Can I still submit a proposal?**

Yes. The EMCR unit will work with the committees from all the successful proposals to deliver the best possible activity based on their proposal. This means that some details of the final activity may be different to what was originally proposed. We know that you are scientists, not event planners so if you don’t have every detail worked out that is perfectly fine. We are looking for great ideas from which we can deliver fantastic outcomes for EMCRs, and we will work with you to sort out the details.

That being said we do need to understand the idea! So please make sure your application includes enough detail in the *description of activity* section for the EMCR Committee of Council to understand what you are proposing.

**What type of support is available?**

Support ranges from $5,000–$50,000 per activity excluding Academy staff time. It is expected that the Theo Murphy (Australia) Initiative will not be the sole source of funding for any activity; additional funds must be raised during the organisation of the activity.

Your budget should briefly list the anticipated expenses of your activity. The following are examples of eligible direct costs associated with activities that can be supported:

* venue and catering
* printed and electronic materials, including design
* travel and accommodation
* minor consumables
* audio visual services
* digital delivery costs
* event management
* web design

Costs that will not be covered include:

* purchase of infrastructure or equipment
* membership fees
* registration fees for existing events
* sponsorship of existing events
* salary costs

**My activity does not fit within the allocated time line**

Activities proposals will be accepted annually in January/February to support activities in the following financial year (July–June). Applicants will be advised of outcome by the end of March and can begin working with the EMCR unit to deliver their activity from April (activities will be prioritised based on delivery date). We are interested in supporting a variety of high impact activities and will potentially consider flexibility in application and delivery timing if a strong case can be made.

If you have any concerns about how your activity might fit within this timeline please contact the EMCR unit to discuss. This may include (but not limited to):

* proposing an activity early in the delivery period eg July
* proposing an activity to align with an existing activity where our timelines do not co-ordinate well with the existing event
* proposing an ongoing activity eg establishing an EMCR group or on-going education program. The Fund can provide funding and support to establish these types of activities over the granting period including developing long term plan for ongoing financial and governance stability

**Tips for successful proposal**

* The EMCR Committee of Council will look favourably on proposals that include one or more of the following: smart solutions which address an issue in the field/discipline
* innovative ways to extend the reach of the activity to provide benefit to a large number of EMCRs
* limited spending on travel costs, with ideas to leverage the provided funding to support these components if required
* activities that can be held in various locations around Australia or have flexibility in location