# Template Application Form: The Theo Murphy Initiative (Australia) Activity 2019/20

## 1 – Contact Person

### – Contact details

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| **Name**: |
| **Position:** |
| **Organisation:** |
| **Email**: |
| **Phone**: |
| Please confirm that you are a member of the EMCR Forum  [tick box]  \*Applying EMCRs must be a member of the EMCR Forum to be eligible. Membership is free, fill out [this online form](https://www.science.org.au/emcr-membership-form) to join. |

### 1.2 – Organising committee members

List all proposed 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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## 2 – Proposal Details

### 2.1 – Title of proposed activity

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### 2.2 – Activity type

Select the activity types for the project (please select all that apply)

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| 1. Add on to existing event 2. Conference 3. Training/professional development 4. Network establishment\* 5. Online resources 6. Survey 7. Think Tank\*\* 8. Other\*\*\*   \* Refers to the establishment of a group of EMCRs to facilitate achievement of a goal e.g. encouraging collaboration, advocacy work etc. An example is demonstrated in the establishment of the [EMCR Brain Science Network](https://www.science.org.au/supporting-science/early-and-mid-career-researchers-0/emcrs/emcr-brain-science-network), which was established through Theo Murphy Initiative funding in 2017.  \*\*Previous examples of Think Tanks can be found [here](https://www.science.org.au/news-and-events/events/think-tanks).  \*\*\* Please specify |

### 2.3 – Activity Description

Please include details of the proposed topic, format, length and purpose (250 words).

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### 2.4 – Intended audience for proposed activity

The Theo Murphy Initiative is intended to support activities with a scientific focus that incorporate a degree of interdisciplinarity. Activities that encourage collaboration between STEM and humanities, arts and/or social sciences will be considered.

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| 1. Pan-discipline1 2. Mainly biological sciences2 3. Mainly physical sciences3 4. Mix of biological and physical sciences   1Pan-discipline activities are suitable for anyone regardless of their field of research, e.g. a workshop focused on teaching leadership skills.  2Biological sciences include all disciplines relating to the study of life and living organisms  3Physical sciences include all disciplines concerning the study of inanimate objects |

### 2.5 – Describe how the activity will benefit EMCRs (150 words)

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### 2.6 – Estimate the number of EMCRs your activity will reach

Include ideas on how to extend the reach of the activity e.g. remote delivery (50 words)

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### 2.7 – Describe how the activity will incorporate interdisciplinarity (100 words)

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### 2.8 – Describe how the activity will achieve inclusivity, equity, diversity (100 words)

The Theo Murphy Initiative (Australia) aims to produce activities which reach and welcome diverse audiences, enable the equitable participation of all, and provide assistance to those who require it.

Please include details of how your activity will involve or reach a broad audience. List examples of measures you will incorporate to ensure that a variety of EMCRs have equitable access to taking part in your activity. Include any steps you plan to take to ensure under-represented minorities in your field have access to the activity.

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### 2.9 – Describe how the activity furthers scientific discovery (100 words)

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### 2.10 – Timing and location

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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### 2.11 – Are the date/s of your activity flexible to amendment?

The EMCR Unit is committed to supporting committees to deliver activities of a high standard. Preference may be given to activities with flexible timing; Academy resources are limited and spreading funded activities throughout the year will enable the EMCR Unit to provide adequate support to each activity. Additionally, if the proposed activity occurs early in the funding cycle i.e. July – August 2019, you are strongly encouraged to contact the EMCR Unit to discuss feasibility.

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| Y/N  Provide further detail if necessary: |

## 3 – Budget

Please note all activities will be supported by funds from the Theo Murphy Initiative (Australia) plus additional raised by the organising committee with the support of the EMCR Unit. All funds will be managed by the Academy Secretariat.

### 3.1 – Type of support required

If selecting option C, please answer the corresponding question.

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| I am applying for: (please select one)   1. **New project** support:    * Support to create an entire project    * Includes project management by the EMCR Unit for entire project. 2. Support for an **add-on** activity.    * The activity provides additional opportunities to EMCRs as part of, or alongside, an existing conference, event or activity.    * Includes project management by the EMCR Unit for the add-on activity only 3. Support to **expand** an existing project or activity.    * The project has been previously run or piloted    * Please indicate the type of support you would require from the EMCR Unit  |  | | --- | |  |   h |

### 3.2 – Will the proposed project proceed regardless of support from the Theo Murphy Initiative (Australia)?

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| Yes/No\*  \* Proceed to question 3.4 |

### 3.3 – How will funding from the Theo Murphy Initiative (Australia) extend the project’s ability to impact EMCRs? (100 words)

Please note that proposals where the only benefit of receiving Theo Murphy Initiative (Australia) funding is to reduce the cost to EMCRs of attending an existing activity, are unlikely to be funded.

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### 3.4 – Proposed budget

Please provide an indicative budget for the entire activity, including major line items e.g. venue hire, website design etc. and a total budget figure. Please refer to the FAQs (found in the template application form) for tips on how to develop your budget and examples of what to include.

Any anticipated revenue can be listed in the next section.

Funding from the Theo Murphy Initiative (Australia) is not intended to be the sole source of support and projects are expected to be supplemented through sponsorship. Estimates should be rounded to the closest thousand.

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| **Breakdown of budget:**  **Total project budget:** |

### 3.5 – Other sources of support (both existing and prospective)

All successful activities will involve further fundraising efforts by the organising committee, which will be guided by the Academy’s EMCR Unit. Please indicate any existing or prospective sources of support including potential sponsors, sources of grant funding, registrations or fees charged for the activity, potential partnerships and in-kind contributions. Where possible, please include the monetary value of the support received.

Note: In-kind contributions are limited to items that would otherwise incur an expense e.g. venue hire and do not include committee member time.

If you have access to discounted services that you propose to use (e.g. an organisational discount) please include the total undiscounted cost of the service in your budget and include the discount here under other sources of support. Estimates should be rounded to the closest thousand.

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| **Confirmed support:**  **Prospective support:**  **Estimate your sponsorship goal:** |

**3.6 – All committee members agree to provide their time as in-kind support** (tick box)

**3.7 – All committee members agree to seek additional funding to support the activity** (tick box)

# 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.

All committee members must agree to seek additional funding to support the activity and provide their time as in-kind support (not to be included as confirmed or prospective support on the application).

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 and deliver the activity. Typically, the organising committee provides the scientific expertise and knowledge of the sector and/or discipline required for the activity, while the Academy provides expertise including project management, event organisation, design, editing and publications, and communications/media support. The Academy’s EMCR Unit will provide guidance and advice to the committee regarding scope, deliverability and project management. They will be responsible for managing the financial resources and ensuring that the goals of the activity are delivered to a high quality.

### 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. Please note that reach of the activity is part of the selection criteria, and activities which are restricted to EMCRs at a single university or organisation will not 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 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?

Successful projects receive the support of the EMCR Unit to deliver the goals of their project. The EMCR Unit will work with the organising committee, connecting them where appropriate to other Academy staff, to deliver the best possible activity based on the proposal. The Academy is able to provide expertise in (but not limited to) project management, event organisation, design, editing and publications, and communications/media support.

The Academy’s EMCR Unit will provide guidance and advice to the committee regarding scope, deliverability and project management. The EMCR Unit will be responsible for managing the financial resources and ensuring that the goals of the activity are delivered to a high quality.

**How do I select the type of support required?**

The three kinds of support offered through the Theo Murphy Initiative (Australia) (full support to create a new project, support for an add-on activity, and support to expand an existing project), are used as a general guide only, please select the one that best resembles your proposed activity.

In addition to information provided in the proposed budget, the EMCR Unit and EMCR Committee of Council will use this information to determine the feasibility and capacity to deliver the proposed activity within the budget.

**Does the Theo Murphy Initiative provide funding?**

The main benefit of running an activity through the Theo Murphy Initiative is the support provided by the Australian Academy of Science to deliver the activity to a high quality. Some funding for the activity will also be provided through the Theo Murphy (Australia) Fund (support ranges from AUD 5,000-60,000 per activity). Additional funds must also be raised to contribute to the cost of the activity. It is expected that all committee members will be actively involved in seeking additional funding to support the activity. Funds from the Theo Murphy (Australia) will not fully fund any activities.

The EMCR Unit will manage all financial resources for each activity. They will work with the organising committee to ensure the best activity based on their proposal is delivered within the available budget, including both Theo Murphy (Australia) Funds and the additional fundraised amounts.

### How do I put together a project budget?

Your budget should briefly list all the anticipated expenses of your activity. Please try to include all the costs associated with your activity to provide the most accurate representation of budget. The following are examples of eligible direct costs associated with activities that can be supported:

* Venue hire
* Catering
* Accommodation
* Travel
* Audio visual expenses
* Design, printing and production
* Website design and development
* Publicity/ public relations
* Bursaries

We suggest that you research the cost of required services or approach potential providers of services for an estimate of cost to help you develop a budget. Quotes from providers are not required.

If you have access to discounted services that you propose to use (e.g. an organisational discount) please include the total undiscounted cost in your budget and include the discount under other sources of support.

The Theo Murphy (Australia) Fund will not cover the following costs:

* 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

Activity proposals will be accepted annually in October/November to support activities in the following financial year (July–June). Applicants will be advised of outcome by April and can begin working with the EMCR Unit to deliver their activity (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 at [emcr@science.org.au](mailto:emcr@science.org.au) to discuss. This may include (but not limited to):

* proposing an activity early in the delivery period, e.g. 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, e.g. 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 that address an issue in the field/discipline
* activities can demonstrate how they are able to provide benefit and opportunities to EMCRs
* 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 and timing
* activities that will be of low cost to EMCRs.