**QUEX Institute Professional Services Staff Fellowship Program**

**Application Form for applicants from the University of Exeter 2019-2020**

*Please submit this form to* *QUEX@exeter.ac.uk*

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| **Application summary** |
| Name and title of Exeter staff member (Applicant) |  |
| Unit of Exeter staff member |  |
| Appointment | Permanent / fixed-term ending on:  |
| Name and title of UQ staff member (Host) |  |
| Email |  |
| Unit of UQ staff member |  |
| A brief statement of objectives |  |
| Expected dates at UQ |  |

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| **Purpose of Visit** |
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| **Timetable of meetings, activities and events** |
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| **Aims and Objectives**: please provide details on the ways in which the visit will:* Share best practice and experience across the two institutions
* Enhance processes and activities within the QUEX Institute
* Provide professional development opportunities
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| *Maximum 400 words*  |

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| **Outcomes:** describe the key outcomes and deliverables you expect to achieve from this visit |
| *Maximum 400 words*  |

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| **Funding requested** (no more than £3,000) |
| **Type of Funding** | **Description** | **Amount (GBP)** |
| Travel |  |  |
| Accommodation |  |  |
| Subsistence |  |  |
| Other |  |  |
| **TOTAL** |  |

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| **Acceptance of terms**By signing this form, I agree that: as representative of the University of Exeter, I may be required to undertake additional activity on behalf of my University while at the host institution; I will complete a report on the visit within two weeks of return; and I will keep within the budget allocated. |
| Signature of applicant: Date: |

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| **Support from Head of Unit and Line Manager (if different)**Please describe/confirm the benefits to the applicant and to your Unit. In addition, please confirm that your Unit will be able to maintain business as usual during absence of this member of staff. |
| **Statement:****Signature of Applicant’s Line Manager:** **Signature of Applicant’s Head of Unit:** |

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| **Support from Host Unit (Head of Department):**Please include a short statement and [electronic] signature as a demonstration of support from your host(s) at the University of Queensland for this visit. If easier, please feel free to include this as an appended item by way of an email.  |
| **Statement:**Signature of Host Head of Unit: Date: |

**Terms and Conditions of Funding.**

Awardees have until **31 July 2020** to complete initiatives and expend the funding.

Funding is only provided for the activities detailed in your application, unless by prior agreement.

Expenditure must not exceed the value of the award.

Details of the award will be listed on the Global Partnerships website.

The Global Partnerships team may, from time to time, contact award holders to monitor progress and expenditure.

A final project report and financial acquittal will need to be completed and submitted with **one month** of your visit**.**

**How to spend the award:**

To facilitate spending of the award, a T1 account code will be set-up for your project, from which you will be able to directly manage and spend your award.

Following your acceptance of the award, your [College/Dept.] finance team will (via T1) communicate your project specific cost code to you.