Project contribution - Leverage Support Request Form

To be completed by the Charles Sturt Chief Investigator/Project Lead.

Applications to be submitted **3 weeks prior** to submitting the final Research Project Request (RPR) Form.

**Leverage Support Request MUST be accompanied by a complete BAF.**

|  |
| --- |
| 1. Project Details
 |
| Charles Sturt Chief Investigator/Project Lead |  |
| Number of other Charles Sturt Investigators, if applicable |  |
| Project Title |  |
| RPR ID number |  |
| Project Start Date | Click or tap to enter a date. |
| Project End Date | Click or tap to enter a date. |
| Application closing date | Click or tap to enter a date. |
| Expected outcome date |  |
| Funding Body |  |
| Grant/tender Title |  |
| Area of Strategic Alignment |  |
| [FOR Code/s](https://bit.ly/2WCCWvd)  *- List no more than three (3) FOR codes that are aligned with the project, including a percentage for each.*  |
| FOR | **%** | **FOR** | **%** | **FOR** | **%** |
|  |  |  |  |  |  |

1. **Have you submitted a request for leverage for this project to another area of the university?**

[ ]  Yes [ ]  No

If yes, provide details.

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1. **Is the request for leverage supported by specific criteria set within the Grant/tender Guidelines?**

[ ]  Yes [ ]  No

If yes, provide details, inclusive of a link to the grant guidelines.

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| *Example only – DELETE to enter your response.** *Grant stipulates that travel is not supported, refer to page X of guidelines.*
* *Grant stipend below university minimum, refer to page X of guidelines.*
 |

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| 1. Project Funds (AUD)
 |
| A. Total amount requested from funding body *(Grant/tender total)* |  $ |
| B. Total amount subcontracted to third party/collaborators *(not requested via Charles Sturt in-kind or cash leverage)* |  $ |
| C. University Income *(A - B = C)* |  $ |

1. **Annual Breakdown of Leverage Requested.**

|  |  |  |
| --- | --- | --- |
|  | Approved In-Kind | Cash |
| Year 1 (XXXX) | $ | $ |
| Year 2 (XXXX) | $ | $ |
| Year 3 (XXXX) | $ | $ |
| Year 4 (XXXX) | $ | $ |
| Year 5 (XXXX) | $ | $ |
| Year 6 (XXXX) | $ | $ |

1. **Total University Contribution Requested – to be accompanied by completed copy of BAF.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item description | Details and source | CSU In-Kind | CSU Cash | *Approved – approver to complete* |
| Academic Salary |  | $ | $ | $ |
| General Salary |  | $ | $ | $ |
| Project Specific Equipment |  | $ | $ | $ |
| Stores and operating |  | $ | $ | $ |
| Other | *Include details* | $ | $ | $ |
| Domestic PhD Tuition  |  | $ | $ |  |
| Domestic PhD Stipend |  | $ | $ | $ |
| Domestic PhD Operating |  | $ | $ | $ |
| International PhD Tuition |  | $ | $ | $ |
| International PhD Stipend |  | $ | $ | $ |
| International PhD Operating |  | $ | $ | $ |
| TOTAL | **$** | **$** | **$** |

1. **Justification for request/further information.** (max. 200 words)

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| --- |
|  |

**Declaration**

| In submitting this request for leverage I declare that: |
| --- |
|[ ]  I have read the Leverage Guidelines  |
|[ ]  I have maximised leverage for In-Kind contribution where possible |
|[ ]  I have maximised the grant contribution to reduce the university contribution |
| Signature | **Date**Click or tap to enter a date. |

# Submission Instructions

Applications for cash leverage are to be submitted to the area that aligns with the project FoR codes.

Applications received by an area where the project FoR code does not align with that areas strategic FoR codes, will be declined.

* Applications for projects that will sit within a Research Institute and align with a Research Institute FoR to be submitted via email to the relevant Research Institute.
* Applications for projects that that will sit within a Faculty/School and align with a Faculty/School FoR to be submitted via email to the Pro Vice-Chancellor, Research and Innovation.
* Applications for projects that align with the Global Digital Farm (GDF) or Renewables in Agriculture to be submitted to AgriPark.

Submit completed form with attached BAF and any relevant grant documents.

Email Subject line convention – ‘Leverage | <Your Name>’

|  |  |
| --- | --- |
| Email Contacts |  |
| [Gulbali Institute](https://www.csu.edu.au/research/gulbali/research) | gulbali@csu.edu.au |
| [Rural Health Research Institute](https://www.csu.edu.au/research/rural-health/research)  | RHRI@csu.edu.au |
| [Artificial Intelligence and Cyber Futures Institute](https://www.csu.edu.au/research/cyber-institute/research)  | aicf@csu.edu.au |
| Pro Vice-Chancellor (Research and Innovation) | pvcri@csu.edu.au |
| [AgriPark](https://agripark.csu.edu.au/) | agripark@csu.edu.au  |

*To be completed by Institute Executive Director or PVCRI only*

**APPROVAL**

|  |
| --- |
|[ ]  **Approved** – refer to table of leverage requested at Q3 for record of approved contribution. |
|[ ]  **Declined** |
| Comments:* Approved amount must be added to project proposal budget as a university in-kind and /or cash contribution.
* Approval to be attached within the Research Proposal Form (RPR) via MyResearch, 10 working days

before the funding body closing date. |
| Signature | DateClick or tap to enter a date. |
| Title/Role |  |
| Funding Source/Account Code |
|  |

***If Applicable* – PVCR approval**

|  |  |  |
| --- | --- | --- |
| Support Approved - Tick applicable | Duration (years) | Funding Source/Account Code |
| [ ]  | Tuition | [ ]  Domestic |  |  |
| [ ]  | [ ]  International |  |  |
| [ ]  | Stipend |  |  |
| [ ]  | Student Operating |  |  |
| [ ]  | OSHC |  |  |
| [ ]  | *Other* – refer to comments |  |  |
| Comments: |
| PVCR Signature | DateClick or tap to enter a date. |