

## LCC Research Linkage Incoming Visitors Program Guidelines and Application

The LCC offers funding to support visits by scholars and international research higher degree (RHD) students that contribute to the Centre's research linkages mission.

### Eligibility

---

Applications for funding must be submitted by the host, who may be a LCC Research Fellow or Investigator, but funds can only be distributed to a LCC node institution. Hosts who are not at a node institution must make arrangements with a node institution to handle the finances.

Applications are considered at the Research Linkage Committee's regular meetings, which occur three to four times per year. Requests should be submitted at least two weeks prior to those meetings and will only be considered before the proposed travel occurs.

It is expected that visits will last long enough to contribute to a research project or other linkage activity. Funds may be requested for the visitor's economy-class airfare, ground transportation, meals, and accommodation. Requestors are encouraged to leverage the Program's support with other support from their own institution.

### Assessment Process

---

The Research Linkages Portfolio Committee will evaluate the applications for eligibility and against the following criteria:

- The potential of the visit to contribute to building enduring interdisciplinary, cross-institution, and cross-sector research collaborations among LCC researchers and partners,
- The qualifications of the visitor,
- The quality of the proposed project or activity,
- The benefits to the entire LCC,
- Cost-effectiveness and value, and
- Available funding.

### Scope

---

- **Duration:** funding is available for visits up to one month.
- **Allowable expenses:** economy airfares, accommodation, and a per diem meals and incidentals allowance for the duration of the visit.
- **Visit value:** the value of the award will be based on a budget application for the purposes of supported activities for the duration of the visit. The funding requested from the LCC should not exceed \$2,000 for domestic travel and \$5,000 for international travel. Hosts and visitors are encouraged to investigate co-funding opportunities where possible.

## Application

To apply for funds, the host should complete the form below and include a C.V. for the visitor. For RHD student visitors, please also include a letter of support from the student's supervisor that describes the student's qualifications to carry out the research or activity and how the visit will benefit the student's research program and career. The completed application and materials should be submitted as a single PDF file to the Life Course Centre [lcc@uq.edu.au](mailto:lcc@uq.edu.au).

## Travel and Visit Arrangements

Successful applicants will be responsible for making the necessary travel arrangements including flights and accommodation. Visitors are also expected to make their own visa, insurance, and health cover arrangements (which are not funded under the Program) and to familiarise themselves with other key information regarding overseas travel.

## Distribution of Funding

Funds will be allocated by reimbursement process through LCC Finance.

## Reporting Requirements

Within one month after the conclusion of travel, the host must:

- Complete a brief report describing the activities undertaken and the outcomes achieved. This report will be shared with both the home and host organisation and will be submitted to the LCC Executive;
- Provide a brief reconciliation of expenditure and return any unspent funds to UQ; and
- Agree to the publication of details of the travel (including expected activity outcomes) in LCC newsletters, Annual reports or on the LCC websites which will include acknowledgement of LCC support.

## Contacts for Assistance

Queries regarding the scheme should be directed to the Life Course Centre [lcc@uq.edu.au](mailto:lcc@uq.edu.au)

<b>Visitor's name</b>	
<b>Visitor's email address</b>	
<b>Visitor's organisation</b>	
<b>Visitor is a RHD student</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Proposed start date of visit</b>	
<b>Proposed end date of visit</b>	
<b>Host's name</b>	
<b>Host's email address</b>	
<b>Host's organisation</b>	



<b>LCC Node organising visit</b>	<input type="checkbox"/> University of Queensland <input type="checkbox"/> University of Western Australia <input type="checkbox"/> University of Melbourne <input type="checkbox"/> University of Sydney  <i>If the host is not from a node institution, please attach a letter of support from the nominated node institution.</i>		
<b>Summary of activity and/or work program during the visit (Max 200 words)</b>			
<b>Anticipated Outputs</b>	<i>Please list details of proposed outputs for this activity (for example, publications, new funding proposals, etc).</i>		
<b>Project Partners (include any students)</b>	<b>Name</b>	<b>Organisation</b>	<b>Role</b>
<b>Budget and funds sought from the LCC Fund.</b>	<b>Expenditure items:-</b>		<b>Amount</b>
			\$
	<b>Total Budget*</b>		<b>\$</b>
	<b>Total funds sought from the LCC Research Linkage Incoming Visitor Program</b>		<b>\$</b>
	<b>Other Contribution/s</b> (list source/s of additional funds)		

<b>Assessment criteria (Max 500 words)</b>	<p><i>Describe how the visit and activities address the following assessment criteria:</i></p> <ul style="list-style-type: none"> <li>• <i>The potential of the visit to contribute to building enduring interdisciplinary, cross-institution, and cross-sector research collaborations among LCC researchers and partners,</i></li> <li>• <i>The quality of the proposed project or activity,</i></li> <li>• <i>The benefits to the entire LCC, and/or</i></li> <li>• <i>Cost-effectiveness and value.</i></li> </ul>
<b>Supervisor Support (for RHD student visitors only)</b>	<i>Please attach a statement of support for this visit from the RHD student's supervisor.</i>
<b>Visitor's CV</b>	<i>Please attach a copy of the visitor's CV.</i>
<b>Host's signature</b>	
<b>Date submitted</b>	

Office Use:

<b>Date received:</b>	
<b>Application reviewed by:</b>	
<b>Date of Committee:</b>	
<b>Outcome:</b>	
<b>Date applicant notified of outcome:</b>	