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| Deakin Logo 1 | **DEAKIN RESEARCH**  **REQUEST FOR USE OF NHMRC GRANT FUNDING**  **FOR OVERSEAS TRAVEL** |

**Instructions for Use:**

* CIAs on NHMRC Grants must use this form to request approval for overseas travel to be paid using NHMRC funds.
* Requests must be submitted at least **2 months prior** to travel being undertaken.
* Applicants must read the NHMRC Funding Agreement and Direct Research Cost guidelines issued by NHMRC on the following website prior to submitting this request https://www.nhmrc.gov.au/funding/manage-your-funding/funding-agreement
* Travel must be directly related to the approved research objectives for the NHMRC grant. Conference travel must be for the purpose of presenting the outcomes of the research funded.
* NHMRC expects economy class and reasonable travel expenses.
* All travel must be taken in accordance with Deakin’s Travel Policy.
* Any overseas travel expenditure without approval will be removed from the NHMRC grant account.
* Complete, sign and forward this form to your Head of School to review and sign. Scan and email HoS-signed form to [research-grants@deakin.edu.au](mailto:research-grants@deakin.edu.au).

**TITLE OF PROJECT**

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| **NHMRC APP#** |  | **RM#** |  | **NHMRC Scheme** |  |

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| **Grant Start Date** |  | **Grant End Date** |  |

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| **Name of Person Travelling** |  |
| **Role on Grant (CI/AI/etc)** |  |
| **Overseas Destination** |  |
| **Travel Period** |  |
| **Name and Dates of Conference (if applicable)** |  |
| **Has any other overseas travel been charged to this NHMRC grant this year?** | Yes / No (if yes, provide justification why another overseas travel using NHMRC funding is required) |

**PROVIDE ITEMISED COSTING OF AMOUNT REQUIRED FOR OVERSEAS TRAVEL – eg. airfare, hotel (number of nights), transfers, conference registration, etc.** Add rows if required**.**

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| **ITEM** | **$** |
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| **TOTAL** |  |

**JUSTIFICATION – Please provide reason for travel and how it directly relates to the project objectives.**

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**SIGNATURE**

* I confirm that I have read and will follow the NHMRC guidelines on use of NHMRC funding for travel.

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| **Chief Investigator A:** Printed Name | Signature |

**HEAD OF SCHOOL REVIEW**

* I confirm that I have reviewed this request and certify that the reason(s) for overseas travel aligns with the research objectives of the grant.

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| **Head of School:** Printed Name | Signature |

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| **FOR OFFICE USE**  **DEAKIN RESEARCH - GRANTS**  Office Procedure:   * Check grant details provided are correct. * Check costs agree with dates and location of conference, ATO travel allowance rates & NHMRC requirements. If not, check justification is provided. * Forward checked form, ATO travel allowance rates & Application Project Proposal to Faculty Research Committee.  |  |  | | --- | --- | | **COMMENTS for Faculty** |  |   **FACULTY RESEARCH COMMITTEE APPROVAL**  NHMRC research funds can only be acquitted as direct research costs if the conference and related travel costs are **directly related to the approved research objectives** and attendance at the conference is for the purpose of presenting the outcomes of the research funded.  All overseas travel must be formally approved and documented by the Faculty Research Committee priorto travel.  The following conditions apply to all travel:  As basic requirements, NHMRC expects:   * Economy class, reasonable registration costs; reasonable domestic travel; reasonable accommodation, meals and incidentals; rent or hire of a vehicle/taxis to travel to a conference or venue; airport taxes. Exceptions to be approved and documented by the Faculty Research Committee **prior** to the travel being undertaken.   **FACULTY REVIEW CONDUCTED BY**   |  |  |  |  | | --- | --- | --- | --- | | **NAME OF COMMITTEE** |  | | | | **APPROVED/**  **NOT APPROVED** |  | | | | **SIGNATURE** |  | **PRINT NAME** |  | | **DATE** |  | | **COMMENTS** |  | | |     **2nd reviewer (optional)**   |  |  |  |  | | --- | --- | --- | --- | | **NAME OF COMMITTEE** |  | | | | **APPROVED/**  **NOT APPROVED** |  | | | | **SIGNATURE** |  | **PRINT NAME** |  | | **DATE** |  | | **COMMENTS** |  | | | |