

**2024 Collaboration & Exchange Grant**
Application Questions

Applications for Collaboration & Exchange Grant are to be completed and submitted in the Heart Foundation’s Grants Management Portal by the submission deadline. This document is provided to help you prepare your application.

**Tab: Application Information**

**Applicant**
Applicant Information will be populated automatically from your Profile. If you would like to change any of these details, please update them in your Profile before submitting your application.

**Organisation *Details*** *(Your organisation details will be prepopulated automatically from your Profile)*

**Primary Applicant Details** *(Demographic information is recorded for reporting purposes only and will not be used in the evaluation of your application. This section will be prepopulated automatically from your Profile responses)*

* + Name
	+ Phone number
	+ Email
	+ State
	+ Gender
	+ First nations status
	+ Main language spoken at home
	+ Main language spoken at home (other)
	+ Disability
	+ Ethnicity

**Tab: Application Summary**Please ensure that your proposed travel meets the eligibility criteria for Collaboration & Exchange Grant funding. Refer to the Funding Guidelines for more information.

**Application ID –** *This will be auto-generated and can be referenced when making any future enquiries relating to your application*

**Application Type -** *Prefilled - what program is this application for?*

**Administering Institution -** This information is populated based on the organisation selected at registration. If you require changes to this field, please contact Heart Foundation at grantsportal@heartfoundation.org.au.

**Primary Applicant –** *Prepopulated from your Profile.*

**Project title -** Provide a descriptive title of your proposed activity.(250 characters)

**Research Category** (Select from drop down menu)
[ ] Biomedical
[ ] Clinical
[ ] Public Health
[ ] Health Services

**Research categories** - Select relevant research categories associated with your proposal. The keywords in the following question are populated based on the selected categories.

[ ] Biology [ ] Prevention

[ ] Condition [ ] Information Technology

[ ] Demographics [ ] Risk Factors

[ ] Diagnosis and Assessment

[ ] Equity

[ ] Public Health

[ ] Treatment

**Research keywords** - Select up to 8 keywords that most closely reflect your proposal from the drop-down menu. Tags are only used as an internal search feature to identify research projects.

**Tab: Application Details**

**Travel Departure Date** - Travel must not commence prior to 1 January next year.

**Travel Return Date** - Travel must be completed by 31 December next year and be no longer than 6 months from the departure date.

**Collaboration & Exchange Locations** - List all the Cities and Countries to which you will be travelling and include University/Organisation names (300 characters).

**Conference** - Will you be attending a conference as part of your Collaboration and Exchange activity?

[ ] Yes
[ ] No

**Conference Name** - Provide the name of the conference you are attending (200 characters).

**Description of Conference** - Indicate your proposed activities at the conference, the relevance of this conference to your research and how this conference will benefit your research (500 characters).

**Description of Collaboration & Exchange Activity** - Describe your (non-conference) collaboration and exchange activity. Indicate who you will be visiting, your proposed activities and the relevance of these activities to your research. Indicate any new collaboration, new technique or future opportunities that may emerge from this activity and how this visit will benefit your research (3000 characters).

**Budget**

**Amount Requested**

Outline the indicative budget for the annual Research Support component using the provided table. Ensure that you provide a full description of each line item.

For information regarding allowable costs and prohibited costs, refer to the Heart Foundation Research Funding Guidelines.

For Collaboration & Exchange Grant applications, please select 'Other' for each budget item and complete the "Budget item description" field.

For example, "Flights", "Accommodation".

Refer to the Funding Guidelines for complete details on allowable expense categories for Collaboration & Exchange Grants.

|  |  |  |
| --- | --- | --- |
|  | **Budget Item Description**  | **Year 1** |
| Other |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |
| **Total**  |  | $ |