# For Tertiary Education Commission (TEC) reporting purposes and in adherence to our reporting duties, we kindly request you please complete the following information for *each person* listed on the application

|  |  |
| --- | --- |
| **Name** | *Enter text here* |
| **What is your gender?** | [ ]  Woman [ ]  Man [ ]  Other [ ]  Prefer not to disclose  |
| **What is your ethnicity? Please select your ethnic group(s)/code(s) from the Ethnicity New Zealand Standard Classification 2005V2.0.0** [**here**](http://aria.stats.govt.nz/aria/?_ga=2.101893121.1287486253.1628573070-745068022.1628573069#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/l36xYpbxsRh7IW1p) | *Code(s):* |
| *Ethnicity (Please state)* |
| **What is your highest academic qualification?** | *Enter text here* |
| **What year did you complete this?** | *Enter text here* |
| **Iwi affiliation and/or Islands/villages** (if relevant) | *Enter text here* |
| **What is your host institution?**  | *Enter text here* |
| **Travel grants awarded, previous 5 years** | *Enter text here* |
| **Curriculum Vitae** | *Please complete the CV template and attach at the end of the doc* |

*Please adhere to the overall page or word limits where applicable and use size 10, Arial font and maintain margins at 2.5 cm.*

*Where applicable, please follow your internal institutional processes, for example consulting your local research office.*

## *Please do not exceed a total of 5 pages for section A, B, and C. Applications must adhere to the guidelines and space limitations or else their applications will be disqualified.*

*Please delete any italicised instructions.*

## General summary

|  |  |
| --- | --- |
| Name:  | *Enter text here* |
| Lay Summary / media summary (max 150 words) |
| *Enter text here* |
| Duration of travel grant, including anticipated start and end dates | *Enter text here* |

## Summary of proposed travel

|  |
| --- |
| Where do you propose to travel and what is the main purpose of your travels (max 300 words)*Please give a brief outline, more details and an itinerary are requested below.* |
| *Enter text here* |

## Benefits of travel

|  |
| --- |
| How will this travel advance your career or support your research work? (max 300 words)*How does this align with the aims of Putahi Manawa?* |
| *Enter text here* |

## Other funding sources

|  |
| --- |
| What funding contributions have been secured so far towards the overall budget. If none, what other applications have been submitted for travel funds and when will the outcome of these be known? (max 200 words) |
| *Enter text here* |

## Equity and Te Tiriti o Waitangi

|  |
| --- |
| How does proposed travel address /enhance equity/ intervene in inequity? How does this proposal acknowledge and uphold Te Tiriti o Waitangi? (max 250 words) |
| *Enter text here* |

## Co-Design and Translation

|  |
| --- |
| Will this travel assist with community engagement, co-design, translation or dissemination and if so, how? (max 250 words) *How will engagement with and/or dissemination of results to Māori, and/or Pacific communities occur?* |
| *Enter text here* |

## Part 2: Travel plans/itinerary

|  |
| --- |
| Please give the details of your travel plans and an itinerary. |
| *Enter text here* |

|  |
| --- |
| References  |
| *Enter text here*  |

# Budget for project costs

*Please use attached budget form.*

|  |
| --- |
| Budget Justification (max 250 words) |
| *Please complete the separate budget template and follow the provided instructions. Provide justification of costs here.* |

Please attach evidence to support proposal such as abstract acceptance, letter of invitation, letter of support from collaborators you will be visiting, itinerary, evidence of enrolment in a course, etc.

Please attach your CV (either academic or narrative format)

## Applicant acceptance

|  |
| --- |
| * The start date and end date of the travel must be stated.
* Presentations or publications or media (ie: press releases), resulting from the travel must acknowledge the CoRE’s support and be submitted with the final report.
* The applicant’s host institution will administer the travel grant.
* A report will be required to meet obligations to the funder. This should be submitted within one month of the travel being completed.
 |

\* I accept the conditions above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student supervisor statement** *(if relevant)*:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of supervisor) support the applicant in applying for this travel grant and expect the proposed travel will enhance their studies

Supervisor/mentor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Please ensure you:Attach your CVSign the statement above and ensure that the supervisor statement is signed your supervisor if you are a student or intern Attach the budget |