

# APPENDIX 1

## JCU Internship Program for Research Higher Degree Candidates

### INSTRUCTIONS

- Student to complete this application in collaboration with their Primary Advisor and the Industry Partner
- Send your draft proposal to the GRS for checking **prior** to obtaining all signatures and submitting.
- The start date of the internship has to be **after** expert review.
- Obtain required special permits, authorisations, or licenses (e.g. animal or human ethics, biohazards review) **before** submitting the internship application.

### APPLICATION CHECKLIST

A complete internship application package must include the following :

- The proposal application **completed and signed** by all parties. The memorandum (see Section 7) with signatures can be submitted as a scanned PDF file.
- The contact information for three external experts, from which one will be chosen as an arms-length reviewer (RD7004 Extended HDR Internship ONLY.)
- Intern CV ([a CV template](#) is available on the GRS website)
- Any supplementary documents (as applicable)

An incomplete application or a modified form will result in a delay in the internship evaluation process.

For more information, contact Dean Graduate Research JCU

# JCU HDR Internship Proposal Application

## 1. Research Proposal Summary

<b>1.1. Title of project:</b>	
<b>1.2. Length of Internship</b> Please indicate (x) the length of internship	1 month Internship (RD7005) ( 5 month Internship (RD7004)
<b>1.3. Dates of Internship</b> Please specify the proposed start and end dates of the internship	
<b>1.4. Keywords to identify reviewers:</b> (3-10 specific keywords; 50% technically related, 50% discipline-related)	
<b>1.5. Academic discipline:</b>	
<b>1.6. Project purpose:</b> Please indicate (x) the advancement you want to achieve with this internship	Creation of <b>new</b> materials, devices, or products
	Creation of <b>new</b> processes or services
	Improvement of <b>existing</b> materials, devices, or products
	Improvement of <b>existing</b> processes or services

## 2. Description of Proposed Project

**2.1. Project title:**

**2.2. Project Abstract** (Approx. 150 words):

The abstract must clearly summarize the project proposed. Please include: Background and problem, objectives, expected results and relevance for the intern(s) and partner organization(s). This section will be used to recruit reviewers; it differs from section 7.2.Public Project Overview, which must be written using simplified language understandable to a layperson.

**2.3. Background** and review of relevant prior work (OPTIONAL for 1 month internship, minimum 500 words):

**2.4. General objective** of the project broken down into sub-objectives, activities, themes, or subprojects, as applicable:

## 2.5. Details of internships or subprojects:

For each intern or subproject, provide the following mandatory information:

- a. **Name of intern.**
- b. **Specific objectives of the internship or subproject.** Clearly state your [sub-] objectives so reviewers can assess if they are achievable.
- c. **Methodologies.** Provide enough detail so reviewers can determine if the proposed methodology is appropriate and sufficient to achieve the [sub-] objectives.
- d. **Timeline.** We suggest using a Gantt chart to provide a timeline showing which task will be done when to achieve each objective.

e. **Expected deliverables.** Please describe the expected deliverables of the project (including the submission of a completed Final Report at end of project).

f. **Benefit to the intern.**

g. **Interaction.** Indicate the percentage (%) of time during the project that the intern will spend on-site at the partner's location. The expected minimum interaction is 50%, if different, please include a **justification**.

% of partner interaction:    % + % of academic interaction:    % = 100%

h. **Justification** of interaction (if applicable).

- i. **Partner Interaction.** Indicate what activities will be performed on-site at the partner organization.

**2.6. Relevance to the partner organization:**

Describe the partner's proposed role in the project and how the partner will benefit from participating.

**2.7. References:**

### 3. Declarations

**3.1. Will the proposed project be taking place outside of the lab or normal business environment of the partner organisation?**

Yes\_\_\_ No\_\_\_

**If yes**, please complete the following section to indicate what (if any) impact there may be on the environment.

- a) Main characteristics of the location (i.e. physical description & coordinates).
- b) Principal activity(ies): for each activity, list the environmental elements affected.

- c) Are authorizations, permits, or licenses required to undertake any activity during the internship?  
Yes\_\_\_ No

**If yes**, please list and include copies with your application.

**3.2. Does the proposed project involve living human subjects (including conducting interviews) or human remains, cadavers, tissues, biological fluids, embryos, or fetuses?**

Yes\_\_\_ No

**If yes**, the proposal must be approved by the relevant JCU Ethics Committee, and a valid Ethics approval is required for the duration of the research project. Access to funding may be denied for projects that do not have ethical approval.

Please note: the GRs will require a copy of the report to ensure compliance.

**3.3. Does the proposed project involve animal subjects?**

Yes  No

If **yes**, the proposal must be approved by the JCU Animal Ethics Committee, and a valid approval from the committee is required for the duration of the research project.

Please note: the GRS may request a copy of the report to ensure compliance.

**3.4. Is a biohazards review required?**

Yes  No

If **yes**, the necessary review/report must be conducted in accordance with your university's policies, and a valid biohazards approval is required for the duration of the research project.

Please note: the GRS request a copy of the report to ensure compliance.

**3.5. Have any participants declared a Conflict of Interest (COI) as part of this application?**

Yes  No

If **yes**, please attach the signed conflict resolution letter.

**4. Participants**

Duplicate relevant section(s) as needed for multiple interns or supervisors.

**4.1. Primary advisor:**

Name:	
College:	
Discipline:	
JCU Address:	
City:	
Postal code:	
Phone:	
Email:	

**4.1.1. Is the primary advisor:**

An owner or a co-owner of the partner organization:

Yes  No

A relative of an owner or co-owner of the partner organization:

Yes  No

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes  No

**For any additional academic advisors copy and paste Section 4.1. on added pages.**



**4.2. Partner organization:**

Legal name:	
Operating name (if different):	
Contact name:	
Position:	
Department:	
Address:	
City,, State:	
Postal code:	
Phone:	
Email:	
Website:	
Partner size (number of employees):	
Legal status:	

**4.3. Intern identified:**

**4.3.1. Intern information**

Name:		
Student Number:		
Degree program during internship :		
Have you submitted your thesis for examination:	Yes	No
Campus:		
College:		
Address at university:		
Postal code:		
Phone:		
University email:		
Citizenship		
Gender:		

**4.3.2. Conflict of interest. Is the intern:**

An owner or a co-owner of the partner organization:

Yes No

A relative of an owner or co-owner of the partner organization:

Yes No

An employee of and/or a participant in the day-to-day management of the partner organization:

Yes No

**4.3.3. Demographic information. \*OPTIONAL\***

Please indicate (x) if you are:

Indigenous	
A person with a disability:	
First in your family to attend university:	

## 5. Funding, Budget and Invoicing

### 5.1. Funding summary

For each five-month internship the partner must contribute \$5,000 and JCU will contribute the remainder. The Candidate will be paid a \$15,000 stipend and receive up to \$5,000 for research costs. The Primary Advisor will receive \$5,000 in their IRA account.

For each 4-6 week internship the partner must contribute \$1,000 and JCU will contribute the remainder. The Candidate will receive an approximately \$3,000 stipend (dependent on internship length) plus up to \$1,000 for research costs. The Primary Advisor will receive \$1000 in their IRA/DBA account.

### 5.2. Budget

Research Costs (Maximum \$5,000 for five-month and \$1000 for one-month internship.)	Value
1.	\$
2.	\$
3.	\$
Total research costs	\$

### 5.3. Additional resources

The internship assumes that the partner will help the Primary Advisor supervise the intern. Please indicate if the partner will provide the intern with any of the following additional resources and indicate their estimated value:

Additional resources	Amount
Office supplies / stationery	\$
Use of equipment or specialized equipment	\$
Access to relevant company material, personnel	\$
Other, please specify:	\$

### 5.4. Invoicing Partner funds

Please describe any applicable **invoicing requirements**:

Invoicing contact name:	
Email:	

Address same as filled in Section 4.2.  
 If invoicing address different than Section 4.2, please fill out the following:

Legal name:	
Address:	
City, State:	
Postal code:	
Phone:	
Email:	

**Please note: Costs can only be incurred after formal approval of the proposal and the receipt of the partner funds by JCU.**

Have these funds been leveraged against other federal or state programs?

Yes    No

If **yes**, please provide details:

### 5.5. Research Codes

(see listings on the [Research Services](#) website)

Socio-Economic Objectives (SEO) codes	%	Fields of Research FoR	%

Nature of Activity

Pure Basic %	Strategic Basic %	Applied Research%	Experimental & Developmental %
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## 6. Suggested Reviewers (RD7004 Extended HDR Internship Only)

Please provide the names and contact information of at least THREE (3) **arms-length** reviewers from which ONE (1) will be chosen.

An arms-length reviewer must:

- Be a recognized expert in the research topics and technical aspects covered by the proposal;
- NOT be from JCU; and
- NOT have had any collaboration with the intern(s) or the academic advisor(s) or the partner(s) during the past five (5) years or planned for the near future.

Please note that neglecting to suggest reviewers who qualify as independent will delay the review of your application.

### Reviewer 1:

Name:	
University:	
Department:	
Email:	

### Reviewer 2:

Name:	
University:	
Department:	
Email:	

### Reviewer 3:

Name:	
University:	
Department:	
Email:	

### Potential competing interest. *\*OPTIONAL\**

Include potential reviewers whom GRS should **not** contact due to a potential competing interest in the proposed research.

Name:	
University / Research Group:	

Name:	
University / Research Group:	

## 7. Memorandum

The participants listed below confirm that the information presented accurately reflects their intention to apply to the JCU HDR internship program. The participants have also agreed to set in place an internship based upon the attached proposal. It is understood that the partner organization contribution shall be provided to JCU prior to commencement of the internship. Upon approval of the internship, the GRS shall forward the funds to the university as a research grant to the primary advisor, and the internship stipend will be paid to the HDR Candidate by the university from the grant. Costs associated with this proposal as outlined in the budget can only be incurred after formal approval of the proposal.

JCU Higher Degree by Research Candidates under the JCU HDR Internship Program and who are enrolled in RD7004 or RD7005 and in receipt of a stipend are covered by JCU's insurance. JCU HDR Internships must meet any university policies regarding health, safety, and travel preparation requirements. All parties also agree that the intern will provide the GRS with a final report and that all participants will complete an exit survey within one month of project completion.

All parties involved with this program are bound by the standard intellectual property (IP) terms of the university where the intern is enrolled; except where intellectual property is covered by separate agreements to which the university and the partner organization are parties and that are active during the dates of the internship. By signing this memorandum, you are acknowledging that you agree to the JCU IP policy at <https://www.jcu.edu.au/policy/research-management/intellectual-property-policy-and-procedure>

The participants listed below agree that JCU can disclose the provided personal information included in this proposal (e-mail, LinkedIn, Twitter, Facebook, etc.) to the program's funding partners and that JCU can use them for the purpose of communication and to evaluate the program and its outcomes during and after participants' program tenure. The participants also agree that JCU will post the title of the project, the public project overview, the name of the partner(s) organization(s), the name of the intern(s), the name of supervisor(s) and the involved university on the GRS website.

In signing this form, the participants listed below affirm their commitment to: (1) the JCU Code of Conduct, (2) eliminating sexual harassment and sexual assault, and (3) meeting JCU standards in relation to appropriate staff-student relationships, bullying and academic integrity. They acknowledge that the consequences for breaches of that Code could include: removal from the supervisory relationship with that student in the first instance, and disciplinary proceedings.

Internship participants (intern, Primary Advisor, and partner) further agree to the following addendum(s):

JCU does not require, inspect, or enforce any additional terms as outlined by participants in the above addendum.

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### 7.1. Title of the Project:

### 7.2. Public Project Overview:

Using simplified language understandable to a layperson; provide a general, one-paragraph description of the proposed research project to be undertaken by the intern(s) as well as the expected benefit to the partner organization. **(100 - 150 words)**

### 7.3. Participant Signatures:

#### Original proposal submitted to the GRS

##### Intern:

Name:		
College		
Signature:		Date:

##### Primary Advisor:

Name:		
College		
Signature:		Date:

##### Partner Organization:

Name:		
Department:		
Title/Position:		
Organization:		
Signature:		Date:

##### GRS Representative:

Name:		
Title/Position:		
Signature:		Date:

**Amended proposal after revision (if required)** Note: If no revisions were required, and the proposal was not changed, this section does not need to be signed again.

##### Intern:

Name:		
College		
Signature:		Date:

##### Primary Advisor:

Name:		
College		
Signature:		Date:

##### Partner Organization:

Name:		
Department:		
Title/Position:		
Organization:		
Signature:		Date:

##### GRS Representative:

Name:		
Title/Position:		
Signature:		Date: