International Fellows Award – Application Form Guide

How to use this guide

This document is provided to help applicants prepare their responses in advance. It is not a submission form.

- This document is not fillable and should not be completed or submitted.
- Applications must be submitted via the Smartsheet application form only.
- Applicants are encouraged to draft their responses in a separate document (e.g. Microsoft Word) and then copy and paste their final responses into the Smartsheet form.
- Email submissions or attachments of this document will not be accepted.

Application Round Selection

Field / Information Required	Response Format / Details
Which Fellowship round are you applying for?	2027 / 2028
If applying for the 2028 round, please provide a brief justification • In this application cycle, 2028 placements are intended for applicants who require additional lead time due to institutional or administrative processes. If you are seeking a 2028 visit based on personal preference, we encourage you to apply in the next round, when applications for 2028 will be open more broadly.	*[free text]*

Section 1: Applicant and Institution Details

Please provide your personal and institutional details as they appear in official records. All information will be used for eligibility verification and assessment purposes.

Field / Information Required	Response Format / Details
Applicant and Institution Details	Title [*Dropdown menu or free type]* First Name (middle name is optional and can be included here) Surname / Family Name Job Title / Position Department / School / Faculty Institutional email (not Gmail, Hotmail, Yahoo, etc.) Country of the Institution Institution Name
Institution Rankings (current year's ranking)	Times Higher Education QS World University Rankings Academic Ranking of World Universities (Shanghai / ARWU)
What subject or discipline best represents your area of expertise?	*[free text]*
Subject/Discipline Rankings (current year's ranking)	Times Higher Education QS World University Rankings Academic Ranking of World Universities (Shanghai / ARWU)

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Section 2: Host Details

Please provide details of the proposed host at Adelaide University as they appear in official records. Applicants should contact their proposed host to discuss the application and obtain the information required to complete this section.

Field / Information Required	Response Format / Details
Host's Details required	Title *[Dropdown menu or free type]* First Name (middle name is optional and can be included here) Surname / Family Name Organisation unit where the host is based (College, Institute, Centre) Institutional email (@adelaide.edu.au) Is the host aware of your application? (Yes / No) Foreign Compliance Review (FCR) number (provided by the host)

Section 3: Visit Proposal

Field / Information Required	Response Format / Details
What is your primary research focus?	*[free text]*
Which Adelaide University Signature Research Theme most closely aligns with your proposed research?	(Select one) Creative & Cultural; Defence & National Security; Food, Agriculture & Wine; Personal & Societal Health; Sustainable Green Transition
Please select any additional Signature Research Themes relevant to your proposal (if applicable)	(Select as many as applicable) Creative & Cultural; Defence & National Security; Food, Agriculture & Wine; Personal & Societal Health; Sustainable Green Transition
Please describe how your research and the activities proposed during your Fellowship align with Adelaide University's Signature Research Theme(s) and/or broader institutional priorities.	*[long text] Maximum xxx words*
How do you plan to collaborate with Adelaide University staff and students during your Fellowship?	*[long text] Maximum xxx words*
Proposed arrival and departure date	*[dates]*
Please provide a brief description of your research proposal, including the work to be undertaken and the expected outputs (e.g. publications, seminars, lectures, or conference activity).	*[long text] Maximum xxx words*
As part of the Fellowship, awardees are expected to deliver a public lecture or seminar. Please outline the proposed topic, format, and intended audience for this activity.	*[long text] Maximum xxx words*

Section 4: Budget

Please outline the financial resources required to undertake your fellowship in Australia.

All figures must be calculated in Australian Dollars (AUD) and entered as whole numbers only (no commas, symbols, or decimal points).

The selection committee evaluates budgets based on cost-effectiveness, realism, and direct alignment with your proposed fellowship activities. Overestimated, unjustified, or poorly detailed budgets may negatively impact the assessment of your application.

The maximum total funding available for each fellowship is $23,000 AUD. Applications exceeding this amount will not be considered.

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Note: Funding cannot be used for unallowable expenses such as personal electronic hardware (e.g., laptops), partner/dependent travel, or retrospective costs incurred before the fellowship start date.

Field / Information Required	Response Format / Details
Travel details	AUD$ *[Amount]* (Economy airfare, airport transfers, other fees) Details: specify departure city, estimated economy airfare, required transit visas or airport transfers *[free text]*
Local Transport details	AUD$ *[Amount]* (Metro cards, local trains, monthly bus passes, taxis, Uber) Details: outline transport costs within Adelaide *[free text]*
Accommodation details	AUD$ *[Amount]* (Rent, utilities, security deposits, hotel rates) Details: detail the type of housing—such as short-term rental, or shared apartment—and the weekly or monthly rate estimated. *[free text]*
Living Allowances details	AUD$ *[Amount]* (Daily food, groceries, essential communication) Details: provide a breakdown of daily or weekly expenses for meal, groceries, and essential communication *[free text]*
Health & Safety details	AUD$ *[Amount]* (Insurance, required vaccines, visa fees) Details: include Overseas Visitor Health Cover (OVHC), mandatory travel insurance, and Australian visa application charges *[free text]*
Other Expenses details	AUD$ *[Amount]* (Other expenses related to the proposal) Details: Itemise any fellowship-related expenses not covered above, such as conference registration, data access fees, or printing *[free text]*
Budget Details	*[long text] Maximum xxx words* Please provide a narrative justifying your proposed budget. If you haven't, please explain how you calculated your cost estimates (e.g., standard per diem rates, specific flight quotes, or university housing estimates). If you have secured co-funding, institutional discounts, or personal contributions, please detail them here to demonstrate the financial feasibility of your visit.

Section 5: Eligibility

Field / Information Required	Response Format / Details
I am a citizen or permanent resident of a country other than Australia. *Dual Australian citizens are eligible if they reside outside Australia. Australian citizens are eligible only if they are currently employed and residing overseas on an ongoing basis.*	Yes / No
I hold an ongoing academic or research appointment at an institution outside Australia. *Appointment of at least 0.5 FTE*	Yes / No
My current role includes a significant research component *A substantial proportion of your time is dedicated to research activities.*	Yes / No
I have not held a substantive academic or research appointment at Adelaide University, the University of Adelaide, or the University of South Australia within the past 10 years.	Yes / No
Please enter the official year your degree was conferred [YYYY], as shown on your graduation certificate or testamur.	*[Year]*

Section 6: Additional Information

Field / Information Required	Response Format / Details
Have you previously visited the proposed host institution for more than one week? *If 'Yes', please state the date of your last visit*	Yes / No *[Date]*
Have you previously co-authored any publications with the proposed host?	Yes / No

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If 'Yes', please provide the publication year [YYYY] of your most recent joint paper, book chapter, or conference proceeding.	*[Year]*
Do you currently have an active research collaboration (e.g. grants, joint publications) with the proposed host? *If 'Yes', please include relevant details of your current research collaboration with the proposed host*	Yes / No *[free text]*

Section 7: Attachments

Please attach the following:

Field / Information Required	Response Format / Details
Copy of Curriculum Vitae	Maximum of three pages
Statement of Agreement (Letter of Support) from the relevant Adelaide University Dean of School or Research Institute Director, confirming their support for your application and acknowledging that they will accept responsibility for the administration of the Award.	
Any other documents that might be relevant to this proposal.	Only if needed

All required supporting documents must be uploaded as PDF files.
Each file must be clearly identified using the naming convention **[Your LastName]_[Document name]** (e.g., Smith_CV.pdf)

Other Details

To include contact details, FAQ links, Guidelines, etc.

Watermark once completed: GUIDE ONLY

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