



# Adelaide-Nottingham Alliance Professional Staff Mobility Program

## Application Form 2024

### To be completed by applicant

You may enlarge/reduce the boxes, if necessary, but please do not exceed the maximum word count. Please complete this form referring to the call guidelines.

**Due:** Monday 22 July: Nottingham 12:00pm (BST) / Adelaide 8:30pm (ACST).

### Required attachments:

- CV's of both applicants
- Proof of endorsement by relevant line managers of each institution (please include evidence of endorsement via an email or letter of support).

### Supporting documents

- For University of Adelaide lead applicants - if your application is successful, you must seek foreign compliance endorsement prior to acceptance by completing a [Foreign Engagement Compliance Review \(FECR\) form](#).

APPLICATION SUMMARY	
Name and title of UoA staff member (Applicant)	
Email	
Position	
Department / Faculty / Division	
Appointment	Continuing OR fixed-term ending on:
Name and title of UoN staff member (Host)	
UoN Email	
UoN Position	
UoN Department / Faculty / Division	



A brief statement of objectives	
Expected dates UoA staff member will be at UoN	
Expected dates UoN staff member will be at UoA	

**PURPOSE OF VISIT**

**TIMETABLE OF MEETINGS AND EVENTS**

**AIMS AND OBJECTIVES**

Please provide details on how the visit will:

- Share best practice and experience
- Enhance processes and activities within your own team/department/unit
- Enhance processes and activities within the Adelaide-Nottingham Alliance
- Provide professional development opportunities

**Maximum 400 words**



**OUTCOMES**

Describe the key outcomes and deliverables you expect to achieve from this visit

**Maximum 400 words**

**FUNDING REQUESTED**

Type of Funding	Description	Amount
Travel		A\$
Accommodation		A\$
Subsistence		A\$
Other		A\$
<b>TOTAL</b>		A\$

**ACCEPTANCE OF TERMS**

By signing this form, I agree that as a representative of UoA I may be required to undertake additional activity on behalf of UoA while at UoN. I will complete a report on the visit within two months of my return to UoA and I will keep within the budget allocated.

Signature of applicant:

Date:



**SUPPORTING DOCUMENTS**

CV's from both staff  
UoA: If successful, please complete the FECR form.

**SUPPORT FROM LINE MANAGER (IF DIFFERENT)**

Please describe/confirm the benefits to the staff member and your Unit. In addition, please confirm that your Unit will be able to cope during the absence of this member of staff and host the staff member from UoN for a one-week period.

*Note: Proof of support can be included on this form by completing the box below or by attaching an email or letter.*

**Maximum 200 words**

**Name and Position of Applicant's Line Manager:**

**Signature of Applicant's Line Manager:**

**Date**

**SUPPORT FROM UNIVERSITY OF NOTTINGHAM**

Please provide the signature as evidence of support from host head of unit.

By signing this form, the Host Department and Unit at UoA / UoN confirm that they are willing to support the visit from the UoA / UoN staff member and will host the staff member from UoA / UoN for a one week period.

*Note: Proof of support can be included on this form by completing the box below or by attaching an email or letter.*

**Name and Position of Host Head of Unit:**

**Signature of Host Head of Unit:**

**Date:**

**Further information:**

[globalengagement@adelaide.edu.au](mailto:globalengagement@adelaide.edu.au)

[uoglobal@nottingham.ac.uk](mailto:uoglobal@nottingham.ac.uk)