APPLICATION FORM

**Hood Fellowships (Incoming) 2023**

**Author**: Alumni Relations and Development

**Partnered with**: Office of Research Strategy and Integrity

**Date**: 15/03/2023

**Version**: 1.1

|  |  |  |
| --- | --- | --- |
| **1.** | **Nominators** | **2** |
| **2.** | **Proposed fellow** | **2** |
| **3.** | **Statement of purpose/benefit** | **2** |
| **4.** | **Proposed time of visit** | **3** |
| **5.** | **Sustainability** | **3** |
| **6.** | **Faculty/staff interaction** | **3** |
| **7.** | **Statement of support by HOD** | **3** |
| **8.** | **Statement of support by Dean of host faculty** | **4** |
| **9.** | **Budget** | **4** |
| **10.** | **Signature of principal nominator** | **4** |
| **11.** | **Signature of HOD (or equivalent)** | **4** |
| **12.** | **Signature of Dean of host faculty** | **5** |
|  |  |  |

**NOMINATION FORM**

**For**

**INCOMING HOOD FELLOWSHIPS**

|  |  |  |
| --- | --- | --- |
| **1** | **Nominators** | |
|  | **Principal Nominator** |  |
|  | Title: | Name: |
|  | Department: | Faculty: |
|  | Email address: | Extension number: |
|  |  |  |
|  | **Associate Nominator (in cases where two or more Departments are involved).** | |
|  | Title: | Name: |
|  | Department: | Faculty: |
|  | Email address: | Extension number: |
|  |  |  |
|  | **Other Nominator** |  |
|  | Title: | Name: |
|  | Department: | Faculty: |
|  | Email address: | Extension number: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2.** | **Proposed Fellow**  Please attach one page CV for the nominee | |
|  | Name: |  |
|  | Email address: |  |
|  | Postal address: |  |

|  |  |  |
| --- | --- | --- |
| **3.** | **Statement of Purpose & Benefits of Proposed Visit**  Please include a one-page summary of the proposed visitor’s contributions, listing seminars and public/professional addresses the visitor will undertake, and other benefits to the University and the Department. | |
|  |
|  | | |
| **4.** | **Details of Timing of Proposed Visit (Between 2 – 12 weeks)** | |
|  | Tentative arrival date: |  |
|  | Tentative departure date: |  |

|  |  |
| --- | --- |
| **5.** | **Sustainability**  Please consider (and describe) what sustainability practices will be implemented as part of the proposed visitor’s travel to/from NZ (can length of stay―and thus travel―be combined with other fellowships/roles? how will the number of flights be reduced? for example). |
|  |  |
| **6.** | **Names of Faculty/staff members/ who will be interacting directly with the nominee** |
|  |  |
| **7.** | **Statement of support from the Head of Department (or equivalent)** |
| **8.** | **Statement of support from the Dean of the Host Faculty** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | |
| **9.** | **Indicative Budget**  (Please provide estimates of total costs for the proposed visit) | | |
|  | 1. | Travel costs | $ |
|  | 2 | Accommodation costs | $ |
|  | 3. | Per diem costs @$100 per day | $ |
|  | 4. | Public lecture/Function costs | $1,500 |
|  | 5. | Other costs (please specify) | $ |
|  |  | Total | $ |

|  |  |  |
| --- | --- | --- |
| **10.** | **Principal Nominator:**  (please print name) | |
|  | Signed:\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **11.** | **Head of Department (or equivalent):** | |
|  | Signed:\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **12.** | **Dean of Faculty:** | |
|  | Signed:\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_ |

# 