

**Council of Heads of Australasian Herbaria  
Curation /Data Management Exchange Application Form**

<b>1. Applicant details</b>	
Name:	
Institution and position:	
Email:	
Phone:	
<b>2. Recipient Herbarium and activity (title) for which funding sought:</b>	
<b>3. Aims, outline and duration of proposed activity:</b>	
<b>4. Proposed budget (airfare and accommodation):</b>	
<b>5. Funding:</b>	
Amount requested from CHAH (indicative AU\$3000 maximum, higher requests may be considered in exceptional cases):	
Value of co-funding supporting non-salary costs (amount and source):	
<b>6. Signatures:</b>	
Institution head or delegate (recipient institution):	Date:
Institution head or delegate (provider institution):	Date:
Applicant:	Date:

**Notes**

1. To be eligible for support, applicants must be based at a core CHAH member herbarium (AD, AK, BRI, CANB, CHR, CNS, DNA, HO, MEL, NSW, PERTH, WELT, Australian University Network, and New Zealand University and Regional Herbaria). For the Australian University Network, and New Zealand University and Regional Herbaria network, only one application will be accepted from each network per activity/event.
2. CHAH will call for Expressions of Interest, usually within the first two months of each calendar year although ad hoc calls may be also made.
3. CHAH will notify applicants of the outcome within 4 weeks of the closing date (generally end of April).
4. CHAH has a limited budget and awards will be made on merit and on demonstrated need. Applications that include significant co-funding from other sources will be highly regarded, although CHAH may at its discretion preference applications from individuals or institutions that demonstrably lack any such resources. Salary will not be covered.
5. Multiple applications may be made by any individual or institution but CHAH may at its discretion preference applications from individuals or institutions that have not received recent support.
6. Successful applicants must:
  - a. within 30 business days of completion of the funded activity supply a written report to the Secretary, CHAH Inc. (email OK) on how funds were spent and the main outcomes/learnings from the activity;
  - b. at the next appropriate meeting of each of MAHC or HISCOM as appropriate, *and* CHAH, report verbally on the outcomes of the activity; and
  - c. in some cases, provide a report for other media (e.g. ASBS Newsletter) by prior agreement with CHAH.Funds will be paid to the home institution of the successful applicant upon receipt of a valid invoice including applicable receipts (i.e., post activity).