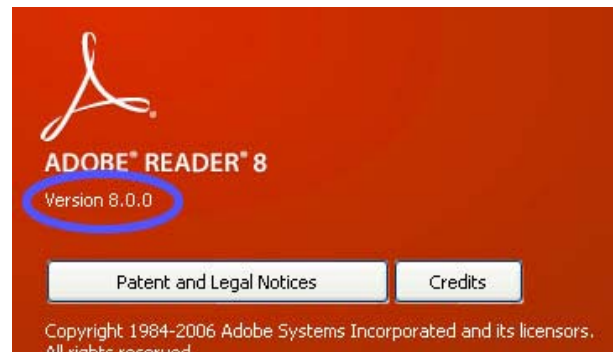
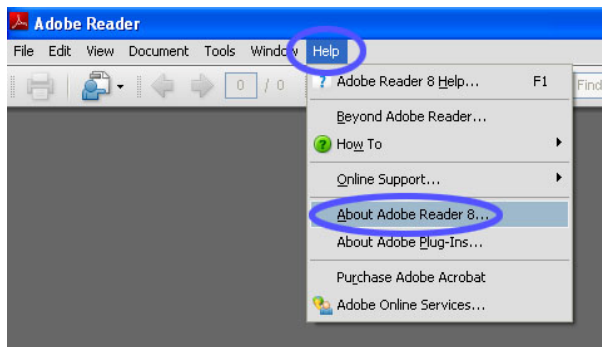


## Instructions for Research Application

**All mandatory fields are identified with an \*.**

- To successfully complete this form please ensure that you are using the latest version of Adobe Reader or Adobe Professional.
- *How to check Adobe Reader version:*
  1. Open the Adobe Reader program.
  2. Select 'Help' in the toolbar.
  3. From the 'Help' dropdown menu select 'About Adobe Reader 8' or 'About Adobe Reader 7' etc (depending on the version).
  4. A window will pop up displaying the exact version of your Adobe Reader. If the version number is less than 8.0.0 then you will need to install a newer version of Adobe Reader. Adobe Reader is a free download available at <http://www.adobe.com>.
  5. Click anywhere on the pop up window to close it.



- It is recommended that this form be saved to a local drive before being filled out. Periodic saving whilst completing the form (for example after the completion of each section) is also highly recommended.
- Please refer to the What's Required link for information on what to include within each section as you complete this form.
- If 'Save & Validate' or 'Validate and Continue' has been clicked, any mandatory fields that are not filled out will be highlighted in red.
- Certain sections of the form require additional loading time. If after making a selection the cursor changes to the 'busy' state, wait until the additional content is loaded before progressing. The additional loading should take no more than approximately 10 seconds.
- The checkbox in Section 8 must be selected in order to complete the form. Subsequent sections (Sections 9 & 10) will not be loaded until this checkbox has been selected.
- Applicants are requested to submit completed forms both electronically and in hard copy to the appropriate approval authority (see Section 10. Submission of your Application for details).
- Electronic submission is encouraged as it will avoid delays in the processing of your application. If you are having difficulties with submitting your form due to the file size of your attachments, you may choose to print them out and post hard copies. In addition, the entire

application will need to be printed out and posted in hard copy for signature verification.

- If you are having any difficulties in completing or submitting your form, please contact [Research.stratpol@dete.qld.gov.au](mailto:Research.stratpol@dete.qld.gov.au)