2016 Faculty Small Grant Scheme (FSGS)

Guidelines for Graduate Researchers

1. Eligibility
   • Applicants must be currently enrolled as a graduate researcher in a graduate research degree within the Faculty of the VCA & MCM. Applicants must be within their maximum term of enrolled candidature (i.e. must be enrolled and not lapsed or under examination).
   • Applicants proposing travel must have their Study Away application approved and have obtained the free travel insurance available from the University prior to applying, otherwise their application (see section 5) will be deemed ineligible.
   • PhD candidates are eligible to apply following successful confirmation of their candidature. Masters by Research graduate researchers are eligible to apply following successful submission of their Confirmation (Formal Review), or at the six month point in those courses without Confirmation (Formal Review).
   • Applicants who have previously been awarded funding from CCRAFs or the MCM financial assistance scheme may apply for the gap between the funding they have been awarded and the maximum now available. Eg. Masters by X was awarded $700 from CCRAFs in 2012; may now apply for up to $800 from this scheme for a total of $1,500 across the life of the candidature.

2. Use of Funds

This fund aims to support graduate researchers to undertake and successfully complete their research projects by funding on a competitive basis:

- Support costs of a research project, for example:
  - Travel to undertake fieldwork or archival research
  - The costs of obtaining research materials not readily available through the University
  - Translation costs
- Support graduate researchers to disseminate research findings, for example:
  - Presenting at a conference including registration fees, accommodation and travel expenses
  - Research exchange
  - Costs associated with exhibiting/performing in a national/international setting that contributes towards the University’s publications collection
  - Publication costs resulting in an ERA recognized research output that can be counted in the University’s annual research output collection
- Thesis binding costs to the maximum allowable for those without scholarship will be considered.

*Note: if you are planning on employing people on a short-term basis there are employment and contracting obligations that may apply; please seek advice from your School, Centre or Division.)
Funds will not be provided for equipment such as cameras, laptops and projectors or for third party assistance (eg. research assistance or editorial assistance).

Pro-rata funding will apply where a graduate researcher is jointly enrolled.

3. Assessment of Applications

Applications are considered and approved by the FSGS Committee, a sub-committee of the Faculty Research Committee. The FSGS Committee considers applications throughout the year and reports decisions on applications to the meetings of the Faculty Research Committee.

There will be three submission deadlines throughout the year, as follows:

- 1 February
- 1 May
- 1 September

Applications must be submitted by 5pm on the deadline and early applications are encouraged. Late applications will not be accepted. If the deadline falls on a weekend or public holiday, applications must be submitted by 5pm on the next business day.

When assessing an application through this Scheme, the Committee will give consideration to the following factors:

- The necessity of the expenditure for the completion of the project and the result benefit to the Faculty or the research project;
- Whether the project will result in and/or contribute to quantifiable research outputs;
- Whether the budget is fully justified;
- Whether the applicant has previously obtained funds from the Faculty for this or any other project;
- Whether the applicant has sought funding for this expenditure from other sources;
- What the timeframe for the activity is and what round is most appropriate (e.g. applications in February for a conference presentation in November need to apply in a later round);
- Whether any previous funding through the FSGS has led to a successful acquittal (i.e. undertook the research activity as stated and produced the research outcome/output as promised);
- The funding available within the FSGS budget.

4. Funding Cap

- For graduate research students there is a cap of $3,000 (PhD) and $1,500 (Masters by Research) over the duration of candidature (pro-rata for jointly enrolled students).
- It is important to note that this is a cap (i.e. the maximum amount that can be awarded during candidature) and not an entitlement. Part funding may be awarded.
- It is expected that graduate researchers will access other sources where possible.
- Funding will not be provided through this scheme if the applicant has already received alternative sources of funding for the item (e.g. invited conference/performance/exhibition.
presentation for which is funding is provided). Evidence of this will need to be provided with the application.

- Applications are assessed competitively and within the confines of the annual FSGS budget. Hence, in some instances only partial funding may be awarded.

5. National and International Travel

Applicants must ensure that they have approved Leave to Study Away for the period of study to be spent away from campus, prior to travel and prior to making an application to the FSGS. This application must be submitted and approved at least one month prior to the planned travel (longer if the destination is a high risk location or the travel is for more than three months).

Graduate Researchers can register to access travel insurance through the University whilst on University approved travel. Information on the University of Melbourne’s travel insurance for students and purchasing additional travel is available from the Insurance Office. This must be approved at least five days prior to travel. Graduate researchers cannot be covered by UoM Travel Insurance where their travel has already commenced or where their travel is primarily or solely ‘private’ in nature. Those wishing to obtain more extensive travel insurance must make arrangements to purchase travel insurance for the duration of their trip and this cost must be included in the FSGS budget.

6. Ethics Approval

Some research projects may require human research ethics approval. It is the student’s and their supervisor’s responsibility to ensure that the project has the appropriate approval prior to commencing. Where appropriate, evidence of ethics approval, or approval applied for and pending, must be provided in this application.

7. Time Limit on Use of Funds

Successful applicants must claim their award within the calendar year of award or forfeit the award. The award does not roll over into the subsequent year. The University of Melbourne finance team requires that all payments are made prior to the end of the year and in order to allow for processing time, all FSGS monies must be paid by early November. Recipients with research activities towards the end of the year should keep this in mind as it is not possible to extend the payment period further due to the University’s financial system.

8. Payment of Funds

Successful applicants will be given advice on how to claim their award monies from this fund. Recipients must keep all tax invoices for acquittal purposes.

9. Report to FSGS Committee

Recipients are required to provide a brief overview of how the funding has been used and the resulting benefits to their research project in the Acquittal process using the online form available on the Faculty Research Office webpage. Successful applicants will receive an Acquittal deadline with their funding letter. This report should clearly list the outcomes of the project and where they differ
to those stated in the original application. The report must also certify that any publication or output resulting from the project has been entered into the University’s research publications system as a research output attributable to the Faculty. This report will be tabled at a Faculty Research Committee meeting and used by the FSGS Committee in the assessment of future FSGS applications and will inform their funding decisions.

10. Queries

For any queries or assistance, please contact

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