2014 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).

• 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 Formal Review, or at the six month point in those courses without Formal Reviews.

• 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 (PhDs should seek co-funding from one of the University’s travelling scholarships – e.g. MATS or ORES)
  - 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

• 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 third party assistance (eg. research assistance or editorial assistance).

Pro-rata funding will be available 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).

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 (e.g. through the University’s travelling scholarships, such as MATS and ORES).
- 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.

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. 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 use their funds within the calendar year of award or forfeit the award. The award does not roll over into a subsequent year.

8. Payment of Funds

Successful applicants will be given advice on how to be reimbursed from this fund. Funding is awarded as a reimbursement only and recipients must keep all tax invoices in order to be reimbursed from this fund.

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 within six months of award using the form available on the Faculty Research Office webpage. 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 Themis as a research output attributable to the Faculty. This report will be tabled at a Faculty Research Committee meeting.

10. Queries

For any queries or assistance, please contact:

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