OBJECTIVES
This scheme aims to support HDR scholars (Masters by Research or PhD) to undertake periods of essential research or fieldwork outside Sydney and abroad. The Faculty’s support is not intended to cover the actual cost of research fieldwork in full - it is a contribution only. Funding remains subject to Faculty budget limits. In situations where demand is high and the budget is limited, priority may be given to the applications received from students enrolled in a PhD degree.

DATES
There will be two rounds of application in 2014:

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
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<tr>
<td>15 January – Applications open</td>
<td>22 April – Applications open</td>
</tr>
<tr>
<td>17 February - Applications close</td>
<td>21 May - Applications close</td>
</tr>
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</table>

Funds must be fully expended by early December, before UNSW accounts are closed.

ELIGIBILITY AND REQUIREMENTS

- The applicant must be enrolled in a higher research degree program in the Faculty of Arts and Social Sciences.

- External Research Programs are subsidised during the first four years of full-time PhD candidature, or equivalent for Masters and part-time students.

- All students applying for funding must be properly reviewed by a School Review Committee and provide a copy of a **satisfactory Annual Progress Report** or
confirmation no more than one year old.

- Applications for funding from students enrolled in their First Year of full-time enrolment (or part-time equivalent) are not normally supported.

- The external research program will support students enrolled in creative arts research degrees to undertake residencies with artists, or other relevant practice context. Any funding request will need to identify the direct relationship between any residency and the thesis topic.

- Students may apply for a maximum of two external research trips per candidature (a total of $5000.00), but no more than one will be funded in any one year. In order to be considered for funding to support a second external research program **MUST** give special justification of why a second trip is necessary. This includes providing a detailed report of the activities and outcomes achieved during the first report, and identifying how the second trip will be necessary for the completion of the thesis. This will be completed using an online survey portal accessed through the Faculty Research Office.

- Applications must include contact arrangements with their supervisor throughout the trip.

- If the duration of an External Research Program exceeds **six months**, it must be approved by the HDC before application for funding is made. A proposal should be sent to Dr. Kalervo Gulson, Associate Dean Research Training, before application for funding is made. In cases of extended absence for six months or more, the Committee will require arrangements to be made for the supervision of the student at his or her destination.

- Applications, which do not comply with the Guidelines currently in force, including requests for grants in excess of the allowable maximum will not be considered.

- All recipients of funding are required to complete a brief electronic survey sent by the Associate Dean –Research Training within one month of return from fieldwork or research activity funded by the external research program. Failure to submit the report within this timeframe will render the recipient ineligible to receive further funding.

- The decision of the funding committee in regard to eligibility is final.

- All students must have attended a Research Integrity Seminar ([http://www.arts.unsw.edu.au/research/research-development-events/](http://www.arts.unsw.edu.au/research/research-development-events/)) to be able to apply or be familiar with the Australian Code for the Responsible Conduct of Research which can be found at [http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf)

**SELECTION CRITERIA**

- feasibility of planned fieldwork or research activities
- justification for funding that outlines the proposed activities and intended outcomes, in relation to the aims and/ or research questions of the thesis
- letter of support from supervisor that identifies the necessity and significance of the proposed activities relative to the aims and/ or research questions of the thesis

**ETHICS CLEARANCE**

Students are expected to have either submitted or obtained any necessary ethics clearance for their thesis project before applying for funding under this scheme. No funds will be released until
ethics approval has been granted. For information and applications to the Research Ethics Committees, please follow this link: [http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html](http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html).

**LEVELS OF FUNDING**

Applicants are invited to apply, with supporting documentation, for:

- A contribution to the airfare based on two quotes from the two University preferred travel agencies. The maximum allowable for all travel will normally be $3000;

- A contribution towards living expenses (e.g. accommodation and meals). NB this should reflect the location of your trip; (please use figures from Australian Taxation Office Travel Allowances) [https://research.unsw.edu.au/sites/all/files/related_files/regular_page_content/ato_travel_allowance_rates_2014.pdf](https://research.unsw.edu.au/sites/all/files/related_files/regular_page_content/ato_travel_allowance_rates_2014.pdf)

- Other essential items (e.g. public transport tickets).

**The maximum funding** awarded will be $5,000, including airfare. Students will not automatically receive these maximum amounts. The amount awarded will depend on available funds and careful consideration of the budget submitted by the student as part of the application. Requests for grants in excess of this maximum will not be considered.

**Costs not supported**

- Cost of airline cancellation fees and travel insurance;
- Expenses associated with internships or overseas travel to attend conferences, Exhibitions, lectures, workshops, and visits to seminars or to consult expert individuals in person – exceptions will be made for residencies with artists, or other relevant practice activities, that are deemed to be equivalent to other fieldwork activities (e.g. ethnographic work). These exceptions will be determined on a case by case basis relative to the criteria above. Funding for Postgraduate student Conference Travel is available through the UNSW Postgraduate Research Student Support (PRSS) Scheme;
- Expenses associated with enrolment in miscellaneous courses at other institutions.

**ARRANGING TRAVEL**

_Students are advised to consult the Manager of the relevant school about their options before making a booking._

All students undertaking travel partially or fully funded by the University have to follow the UNSW Travel Policy and Procedure when booking their travel. The UNSW Travel Policy and Procedure are available for downloading from: [http://www.fin.unsw.edu.au/OurServices/FinancialOperations_Travel.html](http://www.fin.unsw.edu.au/OurServices/FinancialOperations_Travel.html)

As per UNSW Travel Policy, all staff and students have to use UNSW approved travel agents when arranging UNSW business related travel:

<table>
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<tr>
<th>STA Travel – Domestic and International</th>
<th>Voyager Travel – Domestic and International Bookings</th>
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</thead>
<tbody>
<tr>
<td>Tel: 134 782</td>
<td>Tel: (02) 8354 3999 or 1800 816 776</td>
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Travellers who source cheaper rates for any travel or related service than that quoted by the University preferred Travel Agents should consult the Manager of the relevant school.

For international travel quotes and bookings, please email or call either of the preferred travel agents using the contact details noted above.

**Travel Insurance**
For information on the UNSW corporate travel insurance program, please consult the Risk Management Unit Insurance Page and Insurance FAQs for students:
https://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/InsuranceGuide.html

**Traveller Health and Safety Requirements**
When there is concern about the safety of a University Traveller's destination, the University may curtail, suspend or prohibit travel. The UNSW Occupational Health and Safety Fieldwork Guidelines (http://www.fin.unsw.edu.au/files/forms/rmu/Fieldwork_Safety_Guide.pdf) must be followed when undertaking fieldwork.

**International travel**
Before approval is obtained, all University travellers must check the DFAT website (http://www.smartraveller.gov.au) for information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Advised Not to Travel' risk cannot be travelled to without consulting the Risk Management Unit (https://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/InsuranceGuide.html)

**Subsistence expenses**
As per UNSW Policy and Procedure, reimbursements of subsistence expenses (accommodation, meals, public transport) can only be made on the presentation of relevant original receipts. Students are advised to consult the Manager of the relevant school before submitting claims for reimbursement of subsistence expenses.

**THE SUPERVISOR'S RESPONSIBILITY**
The Committee expects the supervisor to provide constructive and responsible advice to assist decision-making in a situation where demand is high and the budget is limited. A brief statement of support for a funding application is therefore not helpful to the applicant. Endorsement of applications, which are very clearly outside the guidelines, are not only unhelpful but also damage the future credibility of both applicant and supervisor.

The HDC therefore requests supervisors to give a critical assessment of the student's needs and of each part of the proposed itinerary. The Committee requests the supervisor to prioritise different components of the proposed research trip, its budget and itinerary.

Occasionally, the Committee receives requests to fund projects, which appear unrealistic or unachievable within the tight timeframe of a 4-year PhD or a 2-year Masters (or part-time equivalent). In such cases, the Committee will not hesitate to recommend the re-submission of a revised, scaled-down project, more commensurate with demands for timely completions of research degrees.

**APPLICATION PROCEDURE**
Applications should be submitted on the appropriate form available at http://www.arts.unsw.edu.au/current-students/postgraduate-research/faculty-postgraduate-research-funding-opportunities/ and should include:
• A detailed account of the research to be conducted and an explanation of its place within the applicant’s overall research thesis (2 pages max);
• A full research itinerary, including resources, time and locations, and justification thereof (2 pages max);
• A justification of the budget (1 page max);
• A copy of a satisfactory progress report less than one year old (to date);
• A letter of endorsement from the applicant’s supervisor. The letter must include a justification of the duration and itinerary for the proposed research fieldwork (see ‘The Supervisor’s Responsibility’). As per the selection criteria this letter should identify the necessity and significance of the proposed activities relative to the aims and/or research questions of the thesis;
• Ethics statement (ethics approval and number, update on application, or why approval has not been sought);
• Two quotes from the University preferred Travel Agents (subject to section ‘Arranging Travel’). If funding is being sought to support a second external research program there must be clear justification as to why a second trip is necessary. This includes providing a detailed report of the activities and outcomes achieved during the first report, and identifying how the second trip will be necessary for the completion of the thesis;
• Applications should be submitted in one full PDF document. Students must make sure that all documents are in the correct order and it must be titled with the students name, student number and date.

Late applications
Late applications will not be considered.

Assessment of applications
Applications will be assessed by a sub-committee of the Faculty Higher Degree Committee. The Committee will consider:
- The eligibility requirements
- Justification and benefit to the progress of your candidature
- Available funding

The decision of the committee is final.

PAYMENT OF FUNDS
Funds will be allocated to the Schools and Centres, which are responsible for administering reimbursements. Reimbursement of miscellaneous research expenses can only be made on the presentation of original receipts or invoices. Please refer to the Manager of the relevant school for advice on submitting claims for reimbursement.

Duration of funding
The 2014 funds must be expended by early December 2014, before the accounts are closed. Carry-over of funds is not allowed by UNSW.

REPORTING REQUIREMENTS
All recipients must complete a brief electronic survey which will be sent at the end of the year by Dr. Kalervo Gulson, Associate Dean Research Training. The survey will request details indicating how far the objectives of the program were met, and the benefits for their research project. Eligibility for future grants is contingent on this report being completed.