Faculty of Arts and Social Sciences – Research and Research Training
Protocol - Postgraduate Research Essential Costs – Guidelines for funding

Authorised by: Dean on recommendation from HDC
Effective date: January 2016
Review: Annually
Contact officer: Faculty Research Office, Research Support Manager (HDR)

Related documents: Support for Postgraduate Research Students https://www.arts.unsw.edu.au/current-students/research-students/support/
Application form https://www.arts.unsw.edu.au/current-students/research-students/funding/
Research Integrity Policies and Procedures http://research.unsw.edu.au/research-integrity-policies-and-procedures

OBJECTIVES
This scheme aims to assist HDR scholars (Masters by Research or PhD) to cover miscellaneous expenses that are an essential cost of research. 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 2016:

<table>
<thead>
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<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>
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<td>17 February - Applications close</td>
<td>21 May - Applications close</td>
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ELIGIBILITY CRITERIA

- The applicant must be enrolled in a postgraduate research degree program in UNSW Arts and Social Sciences.

- Essential research costs are subsidised during the first four years of full-time PhD candidature or equivalent, or first two years of full-time Masters candidature or equivalent.

- All students applying for funding must be properly reviewed by a School Review Committee and provide a copy of a satisfactory progress report less than one year old.

- Students may apply for a maximum of two grants under this scheme in the course of their candidature. In order to be considered for funding to support a second grant, applicants must give a special justification of why a second grant is necessary. See the sections ‘Application Procedure’ for further details. The funding Committee’s decision whether or not to fund a second grant is final.

- Students are expected to have either applied for 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. Candidates whose thesis project does not require ethics clearance must provide a statement to this effect with their application. For information and applications to the Research Ethics Committees, please follow this link: http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html.

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

- All students must have attended a Research Integrity Seminar 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
APPLICATION REQUIREMENTS

- Applicants must submit a complete funding application, including all documentation listed in the section 'Application Procedure'. Incomplete applications will not be considered.

- Applications, which do not comply with the guidelines outlined in this document, including requests for grants in excess of the allowable maximum, will not be considered.

- All recipients of funding are required to complete a brief report outlining how far the objectives of the program were met, and the benefits for their research project. The report must be sent to the Associate Dean – Research Training by the end of the calendar year. Failure to submit the report will render the recipient ineligible to receive further funding.

- 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.

- The Committee will only accept applications for projects which will be complete by the end of the current UNSW Budget year. Students may apply also for retrospective funding, for costs incurred between the start of the previous calendar year, and the date of application.

THE SUPERVISOR'S RESPONSIBILITY

The Committee expects the supervisor to provide constructive and responsible advice to assist the committee in decision-making in a funding 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. Endorsements of applications, which are very clearly outside the guidelines, are similarly unhelpful.

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.
MODES AND MAXIMUM LEVELS OF FUNDING

Students are invited to apply, with supporting documentation, for a contribution towards:

- Course fees for language tuition, statistics or other special research skills. It is assumed that students will enroll in courses offered in Sydney unless justification for going elsewhere is provided. Requests for support to attend language courses outside the university should provide justification for not taking equivalent courses at UNSW. A maximum grant of $500 will be allowed for all such language and other course fees;
- Reimbursement of the cost of translating material essential for the research project;
- Entry fees for sound and film archives, and museums;
- Reasonably priced equipment;
- Interview transcription costs (see below for conditions).

Refunding Transcription Costs

The Committee will provide some support for interview transcription, where:

- Interviewing is a substantial element of the research project;
- Ethics approval has been reviewed;
- Employing transcribers will clearly speed up completion of the research thesis;
- The candidate undertakes to complete a reasonable number of transcriptions himself/herself (at least, one-third of the total number of hours of transcription).

The applicant should justify the number of hours of transcription per taped hour in the light of the quality of the tape and the nature of the material. The funding requested must be based on two quotes from professional transcription services.

Applications for grants towards any other legitimate research expense will also be considered.

The maximum funding awarded per candidature will be $5,000. 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. Funding remains subject to Faculty budget limits.

Costs not supported

- Requests for sums under $300 will not be considered, and should be addressed to the applicant’s School or Unit.
- Requests for reimbursement of travel expenses from these funds will not be accepted (travel expenses are covered by the Faculty External Research Program Scheme and UNSW PRSS scheme).
- Applications for book funding will only be considered when it can be shown that the books are not available through the usual channels.
- Requests for reimbursement of the cost of proofreading or editing will not be considered.
- Applications for software funding will only be considered when it can be shown that the request has already been assessed by UNSW IT Services, and they are not able to fund it.
PAYMENT OF FUNDS
Funds will be allocated to Schools and Centres, which are responsible for administering travel and other reimbursements. Students must consult the Manager of the relevant School/Centre regarding the procedure for payment of funds. Students are advised to consult the relevant Manager by no later than 15th October 2016, to ensure that the payment of funds can be finalised by the end of the UNSW budget year.

DURATION OF FUNDING
The payment of 2016 funds from Schools/Centres to students must be finalised by no later than the end of UNSW Business year. This means as well as spending the funding awarded students must submit and finalise any claims for reimbursement by end of UNSW Business year. The University does not permit the carry-over of funds from one budget year to the next.

REPORTING REQUIREMENTS
All recipients of funding are required to complete a brief report outlining how far the objectives of the program were met, and the benefits for their research project. The report must be sent to the Faculty Research Support Manager – HDR by the end of the calendar year. Failure to submit the report will render the recipient ineligible to receive further funding.
APPLICATION PROCEDURE
Applications include two parts:

- The relevant online application form available at http://www.arts.unsw.edu.au/current-students/postgraduate-research/faculty-postgraduate-research-funding-opportunities/
- The following documentation, collated into a single 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. The documentation must then be submitted to FASSResearch@unsw.edu.au

Required Supporting Documentation:

- A detailed account of the request (2 pages max);
- A detailed justification for funding that outlines the necessity of the research costs, in relation to the aims and/or research questions of the thesis (1 page max);
- A copy of your most recent satisfactory progress report less than one year old at date of application;
- A letter of endorsement from the applicant’s supervisor. The letter must include a justification of the request (see ‘The Supervisor’s Responsibility’). Letter of support from supervisor that identifies the necessity and significance of the proposed research costs relative to the aims and/or research questions of the thesis;
- An ethics statement (A copy of the ethics approval notice including ethics approval number, update on application, or why approval has not been sought)
- If funding is sought for a second essential research grant, include a statement with a clear justification as to why a second grant is necessary. This includes providing a detailed report of the outcomes achieved as a result of the first essential research grant, and identifying how a second grant will be necessary for the completion of the thesis

Late applications
Late applications will not be accepted.

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.