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 2014:

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
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<tbody>
<tr>
<td>15 January – Applications open</td>
<td>5 May – Applications open</td>
</tr>
<tr>
<td>17 February - Applications close</td>
<td>9 June – Applications close</td>
</tr>
</tbody>
</table>

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

ELIGIBILITY AND REQUIREMENTS

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

• Essential research costs 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 progress report less than one year old.

• Students are eligible for one grant under this scheme in the course of their candidature, unless exceptional circumstances can be demonstrated.

• 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

ETHICS CLEARANCE
Students are expected to have obtained any necessary ethics clearance for their thesis project before applying for funding under this scheme. For information and applications to the Research Ethics Committees, please follow this link: http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html

MODES AND MAXIMUM LEVELS OF FUNDING
Students must apply with supporting documentation and a sound justification 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).

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.

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).

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 either a quote from a professional transcription service OR based on UNSW HR casual rates at Level 5, Step 1 (http://www.hr.unsw.edu.au/services/salaries/casgnsal.html).
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 it is not available through the usual channels.

• Requests for reimbursement of the cost of proofreading or editing will not be considered.

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 request (2 pages max);
• A detailed account of why the request is essential to your thesis (1 page max);
• A copy of your most recent satisfactory progress report (within last 12 months);
• A letter of supervisor’s support (1 page max);
• An ethics statement (ethics approval and number, update on application, or why approval has not been sought)
• A report on any funding previously from the Faculty of Arts and Social Sciences
• 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 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.

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.