Faculty of Arts and Social Sciences Research and Research Training

HDR Faculty Supported Research Funding - Guidelines

Authorised by: Associate Dean Research Training
Effective Date: 06 August 2018
Review: Annually
Related Documents: 2019 HDR Faculty Funding Template

OBJECTIVES

This funding scheme is open to Arts and Social Sciences research students to support costs integral to their research. This funding is intended to subsidise the costs students will incur to complete their research – it is therefore only a contribution. Students should be aware they may be eligible to apply for the funds but this is still subject to the review of a separate deciding committee. Where the Faculty receives a high amount of applications the committee may need to decline applications or reduce the amount awarded.

DATES
There will be two rounds in 2019.

Round 1
Applications open 30 October 2018
Application close 27 November 2018

Round 2
Applications open 1 May 2019
Application close 30 May 2019
ELIGIBILITY CRITERIA and RULES

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

- Research Costs are subsidised during the first four years of full-time PhD candidature or first two years for Masters and the equivalent for 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 Review 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.

- Students who are overtime (more than 4 years completion) in their enrolment in either the fulltime mode or part time mode will not be considered.

- 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](http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html).


- Applicants may only apply up to $5000 for PHD students and $2,000 for master’s students in any funding round, excluding airfare. Students are able to apply for a maximum of two funding rounds. The full amount a student can be awarded is $8,000 for PHD students and $5000 for master’s students, including airfares. No further funding will be given once the limit has been reached.

- Applicants must supply all the correct related documents at the time of application as one single document. If any documents are missing their application will be rejected and they will need to apply in the next round providing they are still eligible. Late applications are not accepted.

- If the applicant requests funding towards a fieldwork trip that exceeds twelve months’ duration, it must be approved by the HDC before application for funding is made, in line with the UNSW Variation of Candidature Procedure. Generally only 3-6 months’ duration is supported.
● If applicant requests funding towards fieldwork to conduct interviews and surveys a strong explanation must be supplied why these have to be conducted in person rather than through phone, skype, online or in other electronic form. The time nominated to be necessary for conducting interviews / surveys must be rigorously defended and justified.

● Applications must include contact arrangements between student and supervisor, including information on local supervisor throughout the fieldwork trip, as outlined in the UNSW Variation of Candidature Policy document.

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

● 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 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 letter of endorsement from the applicant’s supervisor is therefore required.

The letter must include a justification of the request. This letter should identify the necessity and significance of the proposed activities relative to the aims and/or research questions of the thesis.

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.

The supervisor’s letter should also provide specific details regarding the supervision and duty-of-care arrangement during fieldwork, as required by the Variation of candidature Policy: It is important that arrangements are made by the School or Faculty to ensure candidates are appropriately supervised and that issues relating to resources, workplace health and safety, intellectual property and research progress are considered and managed appropriately while on fieldwork.

Where a supervisor writes a letter, which does not offer detailed support that can advise the committee properly – the student’s application will be rejected.

MODES AND MAXIMUM LEVELS OF FUNDING

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

- A contribution to airfare required for proposed fieldwork, based on two quotes. The maximum allowable for all airfare will normally be $3000 for international flights and $600 for domestic flights (please see below for conditions).

- A contribution towards living expenses (e.g. accommodation and meals see below for conditions).

- Course fees for language tuition, statistics or other special research skills. It is assumed that students will enrol 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 which is necessary for the applicant’s research and which cannot be supplied by the Technical Resource Centre or the School.

- A fraction of Interview transcription costs (see below for conditions).

- Compensation for research participants. Applications for funding for these expenses will only be considered if participant incentives/gifts etc. have been approved in the original ethics application.

- Other essential items (e.g. public transport tickets). Please note the essential items should be related to your research costs.

**TRAVEL COSTS**

**International travel (maximum 3 months)**

- A maximum of $3000 for airfare
- A maximum of $500 per week for accommodation (receipts / quotes required)
- A maximum of $200 per week for meals and associated costs (receipts preferred)

**Domestic travel**

- A maximum of $600 for airfare
- A maximum of $400 per week for accommodation (receipts / quotes required)
- A maximum of $150 per week for meals and associated costs (receipts preferred)

**Domestic Conference**

- A maximum of $600 for airfare
- A maximum of $500 for registration and living costs (conference receipts required)
- A maximum of $400 per week for accommodation (receipts / quotes required)

Please note that Scientia Scholars are not eligible for domestic conference funding through this scheme.

Please note in the event that further funds are needed the applicant should provide reasons for requests exceeding these amounts. The committee may approve these costs but they cannot exceed the limit for the funding round as outlined above.

**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 and good justification of why not more – see Note below);

- Maximum amount of $3.00 a minute will be considered for transcription but quotes/receipts must be supplied.

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.

**NOTE:**
If requesting transcription costs, applicants need to make a case for why transcribing interviews are an effective and appropriate research method. There are many ways in which audio can be tagged, stored, filed etc. using basic desktop software. This is not simply a case of saving money but of repeated engagement with the primary data. In their justification for the funding application students need to address the questions:

- Why do interviews need to appear as transcriptions?
- How will that facilitate data analysis?
- Why is it better than listening to the interviews repeatedly throughout the thesis writing process? This is especially important for in-depth interviews of a relatively small number, which are easy to tag or code, and warrant repeated listening by the student to best capture the data being recorded.

If this is not addressed in the application the request will be denied.

**COSTS NOT SUPPORTED**

- Requests for sums under $300 will not be considered, and should be addressed to the applicant’s School or Unit.

- Cost of airline cancellation/amendment fees and travel insurance. Students are insured by UNSW and for that reason they must fill out and submit a T1 form prior to travel.

- Expenses associated with enrolment in miscellaneous courses at other institutions.

- 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.
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.

Requests for computer hardware will not be supported. Students may instead apply for a study space within the Faculty, equipped with a desktop computer. The only exception to this may be where a student’s methodological approach necessitates the use of portable electronic devices with large storage capacity, as well as audio-visual equipment. However, students should first investigate whether their School may have portable computer and other equipment for loan they can borrow for the period of their fieldwork.

All such IT requests must fully be explained and justified in the application.

**PAYMENT OF FUNDS**
Successful applications will be notified by email with instructions detailing how they are able to claim the funds.

**DURATION OF FUNDING**
The payment of 2019 funds from Schools/Centres to students must be finalised by no later than October 30, 2019. 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. The template for this report will be sent to all successful applicants. Failure to submit the report will render the recipient ineligible to receive further funding.