



HDR Faculty Supported Research Funding - Guidelines

Faculty of Arts and Social Sciences Research and Research Training

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Authorised by: Associate Dean Research Training

Effective Date: 30 October 2019

Review: Annually

Related Documents: 2020 HDR Faculty Funding Template

OBJECTIVES

This funding scheme is open to Arts and Social Sciences Higher Degree Research candidates to support costs integral to their research. This funding is intended to subsidise the costs HDRs will incur to complete their research – it is therefore only a contribution. HDRs 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 2020.

Round 1

Applications open 4 November 2019

Application close 29 November 2019

Round 2

Applications open 4 May 2020

Application close 29 May 2020

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 HDRs.
- All HDRs applying for funding must be properly reviewed by a School Progress Review Committee and provide a copy of a satisfactory Annual Progress Review or confirmation no more than one year old.
- Applications for funding from HDRs enrolled in their first year of full-time enrolment (or part-time equivalent) are not normally supported.
- HDRs who are overtime (more than 2 years for Masters and 4 years Doctorate completion) in their enrolment in either the fulltime mode or part time mode will not be considered.
- Applications involving outside of Sydney or international travel must include a screen shot of pre-trip approval request submitted in UNSW Mytravel portal for any international and/or domestic travel: <https://unsw.sharepoint.com/sites/MyTravel>
- HDRs 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.
- All HDRs 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
- Doctoral HDRs may only apply for up to \$5000 and Master's HDRs for up to \$2,000 in any funding round, excluding airfare. The full amount a HDRs can be awarded is \$8,000 for Doctoral HDRs and \$5000 for Master's HDRs, 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 and the trip should preferably be completed within the same calendar year (i.e. **not** crossing over to the New Year) because of accounting and annual budget requirement.

- If an 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 HDRs 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 i.e. from 1st January to 30th December. For a final time in this current Round 1 2020, HDRs may also apply for retrospective funding for costs incurred in late 2019, i.e. after the close of Round 2 2019.

Please Note: From January 2020 onwards, HDRs will be unable to apply for costs incurred in previous years. All funding requests must be pre-approved. Applications for retrospective costs will not be considered.

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 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 Committee expect the supervisor to be familiar with the funding guidelines and eligible expenses. The supervisor's letter should clarify any detail in the application that may be unusual, confusing or unclear for the committee. Essentially the Committee expects the supervisors to assist their candidate in writing clear, concise, and factual applications that include all necessary explanations and justification. Writing grant applications is an essential skill and providing guidance is part of the role of the supervisor. The ADRT offers a workshop during each funding round. Supervisors should encourage their candidates to attend these.

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

HDRs 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, such as advanced use of specialist software. It is assumed that HDRs will enrol in courses offered at UNSW or 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 \$1000 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 (**applicants must include the section of the ethics application that details the remuneration of participants as well as the ethics approval letter**, but NOT the whole ethics application)
- Reimbursement for compensation to research participants will be subject to applicant providing the participant list and the date of compensation.
- Other essential items (e.g. public transport tickets). Please note the essential items should be related to your research costs.
- Public transport must be used wherever available, especially in hometown. If using Taxi/Uber for airport transport, then applicants will be required to justify the use of taxi/Uber with specific detail and evidence. (e.g. late night / early morning arrival/departure; no airport transfer bus / train, etc.)

TRAVEL COSTS

International travel (maximum 3 months)

- A maximum of \$3000 for airfare
- A maximum of \$120 per day for accommodation (receipts / quotes required)
- A maximum of \$150 per week or \$30 per day (if less than 5 days) for meals and associated costs (receipts preferred)

Domestic travel

- A maximum of \$600 for airfare
- A maximum of \$100 per day for accommodation (receipts / quotes required)
- A maximum of \$150 per week or \$30 per day (if less than 5 days) for meals and associated costs (receipts preferred)

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. We recommend applicants to choose self-catering accommodation, where possible.

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 and using the most appropriate research and analytical methods. In their justification for the funding application HDRs need to address the questions:

- Why do interviews need to appear as transcriptions?
- Is coding required?
- 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 candidate 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. HDRs are insured by UNSW and therefore they must request pre-trip approval in UNSW Mytravel portal. <https://unsw.sharepoint.com/sites/MyTravel>

- 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 administered by the Graduate Research School.
- 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. These costs are supported from the Thesis editing / proof-reading funds.
- 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. HDRs 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, HDRs 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.
- Domestic conferences (including New Zealand) will not be funded under this funding scheme. HDRs can apply for domestic conference support any time of the year, as appropriate, for a conference in the same calendar year. Normally only 1 domestic conference presentation is supported per calendar year. For more detail, please see Domestic Conference Support Guidelines.
- The Faculty does not cover VISA fees.

PAYMENT OF FUNDS

Successful applications will be notified by email with instructions detailing the payment of funds.

IMPORTANT: The recipients will have to book their travel (i.e. airfare, accommodation and any pre- bookable items) within 4 weeks of receiving the approval letter or the funds will be forfeited and re-purposed.

DURATION OF FUNDING

The payment of 2020 funds from Schools/Centres to HDRs must be finalised by no later than October 30, 2020. This means as well as spending the funding awarded HDRs 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 HDR Team Leader together with the submission of receipts and accounting of costs. 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.