

Rev. Ver. Feb.2011

<p>Purpose</p>	<p>The Faculty of Human Sciences, via its Departments, Institutes and Schools, provides necessary funding to support the direct and indirect research costs for Higher Degree Research candidates over the length of your candidature. These funds are not necessarily apportioned equally but are assigned to support the specific research project relating to the completion of the Higher Research Degree being undertaken at Macquarie University. The process of the application preparation (with the assistance of your supervisor) and the formulation and justification of the budget provides you with firsthand experience of the grant writing process, including submission of a Final Report on the usage of the funds obtained.</p> <p>This funding is also intended to enhance your higher degree research experience, add value to your thesis and provide the opportunity for you to experience differing world views, research paradigms, backgrounds and interests and to interact with others within your specific discipline. Whether studying primarily at Macquarie or primarily overseas, you are encouraged to network with other researchers and become part of the research community in your field. Funding is also aimed at facilitating timely completion of the requirements for the degree by meeting basic research and infrastructure costs associated with the candidature.</p> <p>Note that all funding is subject to the currently applicable University policies, including travel bookings, admissible expenditure, insurance, travel advisories (including restrictions and risk assessments), intellectual property, ethics, and so on. You and your supervisors should take note of changes in policy as they are announced.</p> <p>Departments may have their own maximum limits on expenditure for certain categories or items.</p>
<p>Scope</p>	<p>Normally, a minimum of A\$10,000 will be made available to you for research support during a standard-length candidature in the various categories outlined below. At an early stage in your candidature, you should plan with your supervisor how and at what point in your studies you can make the best use of this funding. Note that this sum is independent of the University's Postgraduate Research Fund (PGRF) award scheme. Funding may only be sought for items other than those routinely supplied by the Department: stationery, photocopying, postage, phone, fax, internet etc.</p> <p>Conference Costs</p> <p>Conference attendance provides you with an opportunity to:</p> <ol style="list-style-type: none"> a. network with other researchers working in the discipline area b. assess related research progress in the field of study c. discover new techniques and approaches d. disseminate your own research findings and receive feedback e. provide the basis for the development of an academic career <p>Research Support Costs</p> <p>Application may be made in respect of certain items of infrastructure to assist the research. A list of admissible items is provided below.</p>
<p>Restrictions on Conference Travel Funding</p>	<p>Travel to attend the MQ Faculty of Human Sciences Faculty Post-graduate Showcase is not considered a conference within the terms of the REF guidelines. Travel to MQ (or from MQ to an overseas convened MQ Showcase) will not normally be funded.</p>

Rev. Ver. Feb.2011

<p>Limits (Linguistics)</p>	<p>The Department of Linguistics will consider applications for conference support (travel, accommodation) to fund: 1) a <u>single</u> trip (per candidature) to an international conference for the student to present work related to his or her HDR research to the value of \$3,000 (or attendance to two domestic conferences, each to the value of \$1,500), and 2) to provide a top up for PGRF funding. All decisions regarding funding will be at the discretion of the Head of Department and Chair of the Department Research Committee.</p>
<p>Conditions of Funding</p>	<ol style="list-style-type: none"> 1. You must be a Higher Degree Research candidate enrolled in the Faculty of Human Sciences at Macquarie University. 2. Applications must be submitted in writing together with substantive documentation and budgets via the relevant Department, Institute or Centre (referred to as area in the rest of this document) HDR Administrator. All requests for funding must be made jointly by you and your supervisor(s) and must be fully justified in terms of research aims and resources needed. 3. The funding is to cover research costs (itemised by areas) or conference travel (conditions apply see below). 4. For approval of conference travel costs, official confirmation of the acceptance of your paper/poster, or an invitation for you to present at a conference, must be included with the application. Full documentation with budget justification and supervisor endorsement is required for approval. 5. The Macquarie University Travel Policy applies and if you are based in Australia you must book air travel through the University's approved travel agents. If prior approval is received for the full airfare for conference support, and you book through the approved agents, then the university will pay them directly. If you are based overseas you must seek advice from your Finance or Administration Manager and you must not book flights without prior approval. <p>In general, Macquarie University prefers to pay costs for conferences, travel, workshops etc directly to the provider.</p> <ol style="list-style-type: none"> 6. For Infrastructure costs: full documentation with budget justification and supervisor endorsement is required for approval. You should explain why each particular item of expenditure is essential in relation to the application, and why the amount requested is appropriate. 7. If the originally approved budget and items approved require amendment, please resubmit application with variation to the budget for subsequent approval. 8. You will be responsible for claims under the funding and will provide required documentation and original tax receipts to the area Financial/Administration Manager. Each new application for funding must be accompanied by a current balance report.

Rev. Ver. Feb.2011

**Research Costs
Covered by the
Funding**

Funding will be made available to cover necessary research-related expenses for registered Faculty of Human Sciences higher degree research candidates for approved items. All such expenses must be approved through the relevant area Head or Research Committee. Items such as the following will normally be approved:

- Specialist equipment* and software
- Research related materials (e.g. test kits if not available internally)
- Assistance with coding and transcribing
- Reimbursement for approved local travel to a designated research site
- Remuneration for participants (**see ethics footnote below - limits apply and full justification and a copy of final ethics approval is required with application)
- Printing and postage for large mail-outs

Requests for funding of other items will be reviewed by the relevant area Head of Department or Research Committee on a case by case basis for special consideration, such as:

- Equipment* for distance candidates (this does not normally include computers).
- Items of specialised equipment* not already available within areas. Macquarie University purchasing policy applies (consult with area Finance/Administration Manager).
- Attendance at training workshops directly relevant to the candidate's topic.
- Library membership fees for internationally based external candidates.
- Field research.

Relevant books should be ordered through the MQ Library, but purchases may be approved where library acquisition is not a viable option.

* All equipment and materials purchased become Macquarie University property.

** Incentives should not act as inducements and should be appropriate for the target participants. See Ethics Guidelines available at: <http://www.research.mq.edu.au>

Rev. Ver. Feb.2011

<p>Conference Conditions and Costs Covered by the Funding</p>	<p>Conference attendance:</p> <ol style="list-style-type: none"> 1. You should be presenting a paper at the conference to be eligible to apply for conference funding. Conference presentations must be based on work related to your HDR research. 2. Supportive documentation such as conference information, confirmation of presentation, conference fee options, to be attached to the application. 3. All other costs over and above the grant are at your own expense. 4. You must provide a clear but brief justification and indication that you have investigated accommodation options, in line with University policies. 5. Costs may include travel, accommodation, poster printing (through MQ Printery), a contribution towards living expenses and conference registration at the lowest applicable rate, but will not include association membership unless this is a mandatory condition of presentation. Living expenses should be based on 50% of the Australian Tax Office per diem rate for the location of the conference, but reimbursement will only be made against receipts. <p>Before applying to REF-Funding to attend a conference, the student should ensure that she or he can demonstrate clearly the importance of the conference to his or her research progress. Students should be encouraged to think carefully about which conferences would benefit them most and at which stages of their candidature before submitting REF applications.</p>
<p>Excluded from Funding</p>	<p>Retrospective claims are not allowable in any circumstances.</p> <p>The following items are normally excluded from funding:</p> <ul style="list-style-type: none"> • Data entry • Research Assistance (but transcription or coding for blinded studies are allowable) • Laptop purchase (when available for loan from Department for limited time) • Equipment that can reasonably be expected to be supplied by the Department (e.g. stationery, photocopying) or equipment available for loan such as recording equipment (see Technical staff) • Costs related to thesis production • Conference travel costs if not presenting at the conference • Alcohol consumption during conference attendance • Text books • Workshop or course enrolment unless it is part of a conference or if attendance is fundamental to thesis design and analysis, and appropriate support is not available internally



Rev. Ver. Feb.2011

Disclaimer	All these conditions are subject to change at the discretion of the Head of Department, Department Research Committee, Executive Dean, Faculty of Human Sciences and its Higher Degree Research Sub-Committee.
How to Apply	<ol style="list-style-type: none"> 1. Consult your supervisor on projected expenses and their justification in relation to the research. 2. Complete application form (<u>must be typed</u>) outlining purpose for which funds are sought. 3. Sign it. 4. Attach projected budget after consultation with supervisor. 5. Attach the appropriate supporting documentation (e.g. final ethics approval, airfare and other travel quotation, abstract acceptance, other correspondence). 6. Obtain your supervisor statement of support and signature on the application 7. Submit to Linguistics HDR Coordinator (via email, PDF Format). <p>Please refer to your local area HDR Administrator for deadlines relating to submission of funding applications.</p> <p>Approved costs will be reimbursed when full documentation is provided with the claim, e.g. with original tax invoices. This may take up to 6 weeks.</p>
Principal Supervisor's Role	<ol style="list-style-type: none"> 1. Oversee the preparation of the application. 2. Justify why the funding would enhance that project. 3. Sign the application form. 4. <u>Ensure final report is submitted and signed.</u>
Approval Process	<ol style="list-style-type: none"> 1. All applications will be reviewed by the relevant area's delegated authority (usually Head of area or Chair of the Research Committee) for final approval. 2. Candidates may be requested to submit a revised budget. 3. Candidates will be notified of the success of their application by email. 4. Candidate to send (email) a sign copy of the letter of offer to HDR Coordinator. 5. Candidate to give Department Administration Manager a signed copy of approved budget. 6. Funds will be disbursed once the application has been approved and all supporting documentation submitted, including receipts where applicable.
Final Reporting	<p>You must submit a written report within three months of spending the awarded funds, demonstrating how the funds were used and how they contributed to your work. For conference funding list details of any submissions for publication (or submissions in progress) indicating any problems that may have prevented this. Final Reports <u>must be typed and signed</u> by your supervisor and filed with the area HDR Coordinator. Please submit a separate report for each award. It is mandatory to complete the Final Report form – approval of subsequent applications is contingent upon submission of this Report.</p>

Rev. Ver. Feb.2011

<p>Role of HDR Coordinators</p>	<ul style="list-style-type: none"> • Receive applications. • Check that applications are fully completed (typed) and signed. • Advise applicant of outcome or request changes and resubmit. • Forward approved application to area Finance/Administration Manager for reconciling with claims. • Receive final reports.
<p>Forms</p>	<p>Application forms</p> <ul style="list-style-type: none"> • HDR Research Support Application Form. • HDR Conference Application Form. • Variation to funding application. • Non order Payment Request and banking details. <ul style="list-style-type: none"> • Final Report Form (Please refer to HDR candidates section in the Faculty of Human Sciences website)
<p>Managing Expenses</p>	<ol style="list-style-type: none"> 1. Consult the area Finance/Administration Manager for processing and claiming of expenses and for advice regarding the purchase process (if research support involves purchase). For Australian goods and services, original tax invoices are required. For international candidates, original receipts. 2. Domestic candidates' travel to be reserved through approved Macquarie University agencies and area. Finance/Administration Manager must make payment of funded portion. You cannot be reimbursed for airfares you purchase yourself. 3. Reimbursement of other costs requires completion of a Non-order Payment Form and provision of relevant detailed supporting information e.g. tax invoices.
<p>Responsible Officers</p>	<p>Please submit your application (via email and in PDF format) to your local area HDR Coordinator:</p> <p>Ms Sofia Robredo Moran HDR Coordinator (Linguistics) +61 2 9850 9243 ling.hdr@mq.edu.au</p>