

Guidelines: Funding Support for Graduate Research Students

Funding support for Graduate Research students in the Faculty of Education is designed to enable candidates to seek assistance to conduct their research, write their theses and establish a solid foundation for their research careers. Faculty funding support comprises:

- i. **Funding support for direct costs associated with conducting research and writing a thesis;**
- ii. **Funding support for conference attendance.**

In addition, the Faculty encourages Graduate Research students to apply for central University funding for conference support via the UTAS ***Graduate Research Candidate Conference Fund Scheme*** (See below).

Faculty Funding Support for Graduate Research Students

Funding support is available for Graduate Research students to apply for at any time after approval of a research plan by the Graduate Research Office. A doctoral candidate may apply to the Faculty for up to \$3,000 in funding support during their period of candidature. Masters candidates are eligible to apply for up to \$1,500. This includes funding support for direct project/writing costs and funding towards conference attendance and publication.

Funding Application Conditions:

- Students must have submitted and had approved by the Graduate Research Office a research plan incorporating a research budget;
- Students who seek more than 1/3 of their total support funding for conference attendance or undertaking field work and/or data gathering must have ethics approval and preferably have had their candidature confirmed, in order to be eligible to be considered for support.
- Students must include a supporting statement from their supervisor(s);
- Students must apply for funding support and receive notification of approval for expenditure, prior to any expenditure and subsequent reimbursements;
- Students to be making satisfactory progress in their studies;
- Students who have received more than 1/3 of their total support funding for a single event such as a conference attendance or field-work/data gathering are required, on completion of the event, to provide a brief report to the Graduate Research Coordinator (around ½ to 1 page) to be included in the Faculty Research News of the outcomes arising from the funding expenditure.
- Students need to provide a financial statement which indicates the balance of accessible funds at the time of the application
- Students to adhere to relevant University and faculty policies, for example in relation to requests to support travel.

Business Cards

Students can apply for the purchase of business cards by sending an email to the Graduate Research Coordinator (education.research@utas.edu.au) and their primary supervisor. Approval will be granted when the supervisor “replies all’ with his/her approval. Once approved, the Student can order the cards through School Reception, requesting that the charges (~\$55) be made against RHD support funds for the candidate concerned.

All other applications will be considered by the Student’s primary supervisor and then sent to the Graduate Research Coordinator to review where a recommendation that an application is (i) supported in full; (ii) partially supported; or (iii) not supported will be made to the Associate Dean Research for sign off.

In reviewing an application the Graduate Research Coordinator will consider:

- Eligibility of the application (in relation to the general points above and specific guidelines associated with each scheme, as detailed below);
- Candidate’s record of progress;
- Candidate’s history of funding support;
- Amount of funding remaining;
- The overall level of funding that the faculty can commit to Graduate Research support in any given year;
- The merits of each individual case and any exceptional circumstances that should be taken into consideration (for example, if matched funding has been secured from an industry partner or university award);
- In cases of early candidature, for an application for conference attendance, the significance and relevance of the conference, as well as the likely benefit gained from attendance for both the candidate and the Faculty.

Applications for support can be made at any time, utilising the form available via the Faculty Research web pages. Applicants are, however, advised to submit applications well in advance of anticipated expenditure.

Following approval for expenditure, applicants must ensure that they adhere to University and Faculty policies and procedures for purchase/ordering. Any queries regarding the schemes, application, expenditure or reimbursement processes should be directed to the Graduate Research Coordinator at education.research@utas.edu.au.

In the event of a dispute, the Faculty of Education Research Committee will be asked to review the application.

All claims need to be approved prior to seeking reimbursement. Claims for reimbursement are made through a separate form and submitted to the finance officer, Christine Cole.

I. Funding support for direct costs associated with conducting research and writing a thesis:

Funding within this scheme is available for expenditure *which may include, but not necessarily be limited to*, the items below. It should be noted that any items of equipment and texts or reference materials that are purchased utilising university funds remain the property of the university. Any such items purchased through this support scheme must therefore be returned to the Faculty upon

completion of candidature. In most instances, approval will not be granted for funding to support purchases of equipment that is available for loan or hire from the University and/or other sources.

- Travel costs associated with progressing the research project and/or writing;
- Printing, photocopying, postage and/or telephone costs associated with data collection and/or dissemination of research findings and recommendations;
- Consumable items, including batteries and audio tapes, required for data collection and/or other research activities;
- Research training courses/workshops (including training in the use of software);
- Computer software packages/licenses (including updates) required for data analysis, where university installed software is not available as standard;
- Costs associated with internet access where access on campus is not feasible;
- Specialist texts or reference materials essential for research, editing services in accordance with HDR guidelines and costs for printing and binding of soft-bound copies of the thesis for examination purposes.*

II. Conference Attendance Support

The Faculty recognises that conference attendance plays an important role in supporting students to establish their future research careers. Well-selected conferences provide valuable opportunities for graduate students to access leading academics and the most current research in their field and disseminate their work nationally and internationally. Students should strategically plan conference attendance in consultation with their supervisor/s in order to maximise the value of attendance.

Generally speaking, approval would be unlikely for major conference expenditure early in a candidature and, late in a candidature, it would be expected the attendance would result in a refereed research publication (F1 or A1). Evidence of acceptance of a paper for publication should be supplied at the time of application. Supervisors will be expected to address these matters explicitly when considering their support.

Funds can be used to attend national or international conferences and are not limited to attendance at only one conference.

Costs covered may include, but not necessarily be limited to, the following:

- Travel costs;
- Accommodation;
- Registration;
- Refereeing fees;
- Membership of the conference organising body if this is incorporated in the registration fee;
- Printing and copying of the paper being presented, for distribution at the conference;
- Purchase of conference proceedings.

University of Tasmania Graduate Research Candidate Conference Fund Scheme

This source of funding for conference attendance augments the Faculty funding of \$3000/\$1500 described above. There are usually two rounds per year in which applicants are invited to apply.

The Graduate Research Candidate Conference Fund Scheme has been established to provide assistance to candidates to participate in conferences and workshops where they are presenting a paper, defending a poster or actively participating in a discipline specific context. The Scheme will

*Note that in addition to the funding provided through this scheme, the Faculty will reimburse the cost of one hard copy of the thesis, to remain the property of the faculty.

provide successful applicants with up to 50% of the funding required to a maximum of \$3,500, with the remainder to be provided from the candidate's School/Institute or other source. The funding should contribute to the most economical return airfare or travel cost, accommodation and meals, and registration fees. If approved, and it is a candidate's first successful applications, then the Faculty will support 50% of conference funding (up to \$3,500) from the normal \$3,000 for life of candidature. If a candidate has previously been successful, then the application might still be approved but the Faculty will not grant any additional funding and the candidate must fund the non-GRO 50% from either their own funds, whatever remains of the life of candidature \$3,000, or a mix of the two.

For full guidelines, eligibility criteria and application form go to <http://www.utas.edu.au/graduate-research/current/conference-funding>

Please note that any students anticipating applying to this scheme should contact the Faculty Graduate Research Coordinator well in advance of the closing dates. A draft application will be required to be submitted to the Faculty 10 days prior to the closing dates.