

Postgraduate Research Fund (PGRF) Supplementary Research Costs Application

NB!! This is **not** the PGRF Application Form. The PGRF application form is now [an eform](#)

Before completing [the PGRF eform](#), applicants must read the [Macquarie University PGRF Funding Guidelines](#) and note that non-compliance with the Funding Guidelines may lead to the application being deemed ineligible.

Applicants should note the following:

- The PGRF is intended to enhance the postgraduate research experience and add value to the thesis – it is not to be used to meet basic research and infrastructure costs associated with the applicant's candidature.
- One of the main aims of the PGRF is to give applicants first-hand experience of the grant writing process. Applications will be assessed on the written application alone.
- The maximum value of the grant is \$6,000 AUD. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g., Departmental/School/Faculty funds.
- A [Supervisor's Report Form](#) must be completed before the application deadline. This report is confidential and should be emailed by your supervisor directly to the Graduate Research Academy at gr.pgrf@mq.edu.au. If a Supervisor Report is **not** received by the closing date your application will be deemed ineligible.
- Applicants can apply for domestic or international travel; however, they must adhere to [Macquarie University Travel Policy](#) at the time of travel.
- Supplementary fieldwork, archival or resource visits are only appropriate where the applicant demonstrates additional research skills or materials will be acquired.
- Administration of the funds including reimbursements, payment of airfares, etc., is handled via the Departmental/School/Faculty Finance Offices.
- If your application is successful, you must follow the relevant pre-travel approvals as outlined by your Faculty.
- **REQUIRED SUPPORTING DOCUMENTATION**
You must upload the following documents in one consolidated file at the end of your application.
 - [Itemised Budget](#) and supporting documentation, eg:
 - Evidence of Travel Quote
 - Evidence of Accommodation Quote
 - Estimated travel bursary
 - Evidence of Registration Fees (If applicable)
 - Any other costs associated with your travel (including evidence of if applicable)
 - [Day-to-day itinerary](#) (Please make sure to clearly identify University Activity Days vs Personal Days)
 - Copies of invitations or correspondence confirming invitation to visit research facilities, laboratories, research groups etc
 - 2025 Annual Progress Report
 - Ethics approval for your project (if applicable)

You will be asked to confirm that you have read and acknowledged the PGRF Funding Guidelines.

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APPLICANT DETAILS

Given Name:
Family Name:
Student Number:
Email:
Department/School:
Faculty:
Research Degree:
Enrolment Date:
Study Load:
Have you previously received support from the PGRF?
If **Yes**, have you received approval to re-apply?

SUPERVISOR DETAILS

Field

Principal Supervisor (full name with title):
Principal Supervisor Email:
Principal Supervisor's Department/School:
Associate Supervisor (full name with title):
Associate Supervisor Email:
Associate Supervisor's School/Department:

PROJECT DETAILS

Thesis Title:

Thesis Project Summary (100 words maximum - main aims, significance within the field, expected research outcomes):

Thesis Progress (approximately 300 words - what has been accomplished, what remains to complete the thesis):

RESEARCH ACTIVITY DETAILS

Research Activity (the research activity for which PGRF support is sought; maximum 3500 characters):

Research Plan and Methods (how you will carry out the proposed research activity and provide a timeline for its completion; approx. 250-400 words)

Expected Outcomes (the expected outcomes of this research activity, and how they will enhance your thesis; approx. 250-400 words):

Alignment with Strategic Research Framework (how your application aligns with the strategic objectives and/or research priorities of the Macquarie University Strategic Research Framework 2025–2035; maximum 2500 characters):

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BUDGET

Amount Requested (maximum \$6,000):

Confirmed full budget attached as part of supporting documentation: Yes/No

Additional Costs (if costs exceed \$6,000, how you intend to meet the excess costs):

ETHICS

Does your postgraduate research require human or animal ethical or biosafety approval?
Yes/No

If yes, type(s) of approval required: Human/Animal/Biosafety

Ethics approval reference number:

CERTIFICATION / APPROVALS

Applicant Declaration: (that the information provided in the form is true and correct)

Principal Supervisor's Approval:

I certify that the applicant's proposed research activity is important and relevant to their thesis research. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department/School. (E-sign or wet signature accepted.)

Head of Department/School Approval:

I certify that this application is in accordance with the PGRF Funding Rules and that all infrastructure costs will be borne by the Department/School/Faculty. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department/School. (E-sign or wet signature accepted.)
