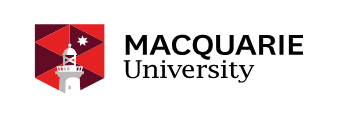
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**Macquarie University Postgraduate Research Fund (PGRF)**

**Conference Paper/Poster Travel and/or Supplementary Research**

**Funding Rules**

Aims and application conditions

The primary goals of the Macquarie University Postgraduate Research Fund (PGRF) are:

* to add value to the research thesis
* to provide the University’s postgraduate research candidates with the means to enhance their postgraduate research experience, and
* to gain firsthand experience of the grant writing process.

PGRF applications are accepted biannually and are considered on a **competitive** basis, taking into account individual merit and academic benefit. Not all PGRF applications can be funded, and PGRF funding is not automatic nor a right. Candidates and supervisors should work together to produce as high quality an application as possible, so that it performs well in the competition.

A candidate may normally hold only one PGRF award during the life of their research degree candidature.

The Pro Vice-Chancellor HDR Training & Partnerships reports to the Deputy Vice-Chancellor (Research) and PGRF funds are part of the University’s research budget.

The maximum value of a PGRF grant is $3,000. Funds from Round 1 in any year are for activities between January 1 and June 30 of that year. Funds for Round 2 cover activities between July 1 and December 31.

In exceptional circumstances, funding will be provided for activities that fall outside of the funding period. Examples of this might be:

* a conference spanning the beginning or end date of the funding period (for example from June 29 to July 2)
* a conference only announced after PGRF applications have closed for the relevant round. This circumstance should be rare, as applying for PGRF should be part of a candidate’s long-term planning of their degree, including subscribing to conference announcement alerts.

If candidates have applied to give a presentation at a conference, they should not wait for final acceptance of their proposal before applying for PGRF funding, to make sure they apply in the round covering the period of the conference.

**Please Note**: Applications for PGRF expenses related to the research project must be supplementary to those covered by Departmental/Faculty postgraduate funding. Applicants are reminded that basic research expenses necessary for the completion of the research project will **not** be funded from the PGRF scheme. Host Departments are required to meet the basic research and infrastructure costs incurred by their research candidates, e.g. lab. equipment, fieldwork, photocopying, postage, and other day-to-day project costs. PGRF scheme funds may not be used to meet such costs. Departmental assurances of basic infrastructure support for candidates are mandatory when the Executive Dean approves enrolments. Enrolments should not be accepted on the assumption that central funds, such as those offered by the PGRF scheme, will be approved.

Eligibility

Research candidates are eligible for the PGRF if, at the application closing date:

* they are enrolled in full or part-time research degrees;
* they have not submitted their theses for examination;
* (for candidates enrolled before 1/1/14) they have not exceeded 3.5 full-time/equivalent years for PhD or 1.5 years for MPhil;
* (for candidates enrolled after 1/1/14) they have not exceeded 2.5 full-time/equivalent years for PhD and 1.5 years for MPhil.
* MRes candidates are not eligible to apply for the PGRF.

For candidates who enrolled **before 1/1/14**, the normal expectation is that the applicant will be in the third or later second year of doctoral enrolment, or early second year of MPhil enrolment, with significant research results achieved.

For candidates who enrolled **after 1/1/14**, the normal expectation is that they will be in the mid-late second year of doctoral enrolment, or early second year of MPhil enrolment, with significant research results achieved.

Candidates outside these candidature time parameters may submit special case arguments for eligibility as part of the PGRF application, but will normally have lower priority in the allocation of funds.

Please note that PGRF applications for a conference/other research support, which is scheduled after the candidate’s Expected Work Submission date will not be considered.

**PGRF Schedule 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| *Scheme* | *For Activities Between* | *Applications due at Faculty HDR Office* | *Notification of results* |
| *Round 2, 2021* | *1/7/21 - 31/12/21* | *26/2/2021* | *9/4/2021* |
| *Round 1, 2022* | *1/1/22 - 30/6/22* | *6/8/2021* | *13/9/2021* |

Faculty Submission Addresses

All documents are to be submitted electronically to the following addresses. If you are unable to submit electronically, please contact your faculty office.

|  |  |
| --- | --- |
| *Faculty* | *Address* |
| Arts | arts.hdr@mq.edu.au |
| Business and Economics | mqbs-hdr@mq.edu.au |
| Medicine, Health & Human Sciences | fmhhs.hdr@mq.edu.au |
| Science and Engineering | sci.hdradm@mq.edu.au |

Application Process

All forms and information for the PGRF can be found here: <https://students.mq.edu.au/study/my-research-program/candidature-management/grants-and-funding>

There are separate application forms for conference travel and supplementary research costs, depending on the primary purpose of the application.

Applications must be submitted on the prescribed form, completed in not less than 12-point font type. Applications must not be handwritten, or over-length: prescribed word lengths must be observed. Failure to conform to guidelines may make your application ineligible.

It is the responsibility of the applicant to ensure that the application includes the necessary signatures: Applicant, Principal Supervisor and Head of Department.

The Principal Supervisor’s Role

**The principal supervisor must be involved in the preparation of the application to assist the candidate in developing grant application skills.**

In addition to overseeing the preparation of the application, the applicant’s principal supervisor must complete a ‘Principal Supervisor’s Report’ Form and submit it, independently of the associated application, by the closing date. Supervisors are asked to provide a report on the progress of the thesis project and comment on why a PGRF grant would enhance that project. This information is critical to the assessment of application and applicants should ensure their supervisor is aware of this requirement and of the closing date. Applications for which no Supervisor’s Report Form is received by the closing date will be ruled ineligible.

Eligible Areas of Grant Expenditure

Applications may be made to cover the following costs:

* Conference travel:

Applicant attendance at a national or international conference held in Australia or New Zealand, including registration fees, travel, and accommodation, only where the applicant has had a paper or a poster presentation accepted. Official confirmation of the acceptance of the candidate's paper/poster, or an invitation to the candidate to present at a conference, should be included with the application. Where such evidence is not available at this time, it must be submitted to the Faculty Higher Degree Research (HDR) Manager as soon as it is received. PGRF funds will not be released without this documentation. International travel (other than New Zealand) is not permitted at this time.

* Supplementary Research Costs (for costs incurred in pursuing new or additional aspects of the research project):

These costs might include community consultation costs, production of creative works, supplementary fieldwork, supplementary visits to off-campus libraries or archives, visits to research laboratories with the intention of acquiring additional research skills or purchase of small items of equipment not normally supplied by the Department. These claims must not relate to costs that would normally be incurred in the completion of the thesis as originally planned.

Please note that the costs of thesis production and requests for laptop computers are ineligible. Grants are for individual candidates, therefore applications submitted on behalf of larger research projects or groups are ineligible.

**Primary Carer Costs**

Applicants with primary career responsibilities are able to include in their budgets extraordinary carer costs they may need to cover in order to complete their PGRF activity. Applications should include details of why particular costs are necessary.

Retrospective Claims

Retrospective requests for support will not be considered under any circumstances, as to do so would contravene the University's audit requirements. For the purposes of this scheme, a retrospective request is defined as a request made for funds that have been spent or committed before the closing date for the current round.

Preparation and Justification of the Budget

A comprehensive budget is an essential part of all applications. There are two basic principles that must be used in determining and justifying budgets—full and accurate costing of budget items, and a clear explanation of the reasons for all proposed expenditure in relation to the research plan. A justification of a budget is not merely a statement of the proposed expenditure. Applicants should explain why each particular item of expenditure is essential in relation to the application, and why the amount requested is appropriate. Please include all relevant evidence for costings. Flight bookings must be made through Corporate Travel Management (Macquarie University’s travel management supplier) and a quote must be attached to the application form. Flight bookings should not be made until after funds are approved.

**Travel Insurance**

Students travelling for the purpose of post-graduate research are automatically covered by the University’s travel insurance for up to 180 days. For definitions, conditions and what to do if travel exceeds 180 days, please see: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/travel

**Please note:** University travel insurance does *not* cover students for *any* period of private travel.

**Per Diem** **expenses**

Successful candidates are able to claim per diem expenses *ahead* of travel. The University’s policy on per diems is at https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/travel. Applicants are able to claim per diems for any part of a trip *not* spent at a conference. The approach to conferences is that if the conference provides all meals, you should claim a per diem at the “Incidental Conference Rate.” If the conference does not provide meals, you can claim at the full rate. However, to make this claim, you will need to provide a copy of the conference program. A travel diary detailing daily expenses must be kept.

Per Diem rates for domestic travel:

Standard rate: $55 (per day)

Incidental Conference rate: $20 (per day)

You must consult the University Per Diem Schedule for complete information on how to budget for per diems.

**Full Justification is Required**

While a maximum of $3,000 will be awarded to each successful applicant, the activity for which the funds are requested must be fully costed and included in the budget section of the application, even if the total exceeds the maximum amount of the award. Applicants must then state the source(s) of funding of the budget items in excess of the $3,000 maximum. This may include project or travel grants awarded by outside bodies or, where permitted, internal HDR project support funds, or their own funds.

Offsite Travel

Candidates intending to use a PGRF grant to support their offsite research must obtain permission. A copy of the Notification of Approved Offsite Research (OSR) form should be lodged with the Higher Degree Research Office *via* the Faculty HDR Office prior to the departure date. The form can be accessed via the MQ HDR Training & Partnerships website at: https://www.mq.edu.au/research/phd-and-research-degrees/hdro-forms

Ethics

Successful applicants whose projects require ethical and/or biosafety clearance will not gain access to awarded funds until they have provided the Faculty HDR Manager with a copy of the relevant clearance letter.

For information on ethical and/or biosafety issues, contact: Ethics Secretariat

Email: ethics.secretariat@mq.edu.au

Telephone: 9850 4459

Assessment of PGRF Application

Applications are assessed by a panel convened by the Faculty, which includes a representative from outside of the Faculty.

Applications will be assessed according to the following criteria, as appropriate:

1. How the project adds value to the thesis by:

* Allowing the candidate to present their research findings and receive quality feedback in a way that will potentially improve the final thesis; and/or
* Allowing the candidate to supplement fieldwork by gathering extra data, relevant but not indispensable to the project; and/or
* Providing the candidate with relevant skills that will assist with the final completion of the thesis.

1. How the project enhances the postgraduate research experience by:

* Providing the candidate with experiences that aid their professional development; and/or
* Allowing the candidate to develop research networks; and/or
* Equipping the candidate with valuable and relevant skills; and/or
* Allowing the candidate to become familiar with a key research institution.

1. The quality and professionalism of the PGRF application.

* The application is accessible to a non-specialist audience;
* The value and scope of the research project is clearly defined;
* The proposed activity and its relationship to the research project is fully and clearly explained;
* The budget is clearly presented and fully justified;
* The application contains all necessary information and documentation.

1. How the application shows alignment with the Macquarie University Strategic Research Framework 2015-24 (see below)
2. The appropriateness of timing of project in relation to candidature progress

Applicants will be formally notified of the results of PGRF awards by email, sent by the Faculty HDR Office to their Macquarie University student address. PGRF funds will be available from 1 January/1 July. Grants will be made to candidates and individual accounts will be established by MQ Financial Services. Faculty Finance/Departments are responsible for recording and monitoring expenditure, which will be subject to the usual University policies, financial checks, procedures and audits.

**Alignment with Macquarie University Strategic Research Framework**

*The Macquarie University Strategic Research Framework 2015-24* can be found at: http://www.mq.edu.au/about/about-the-university/governance/executive/deputy-vice-chancellor-research/world-leading-research

The *Framework* identifies four key objectives and five future-shaping research priorities for the University’s research over the period 2015-24. The research priorities are designed in an inclusive way to identify broad inter-disciplinary topics that can bring the wide range of the University’s research projects into relationship with one another. They are not designed to prioritise certain research projects over others or to pick winners, but to find a language in which different research projects can encourage and inspire one another.

Similarly, the *Framework* identifies four key objectives. One of these is the development of world-ready HDR candidates. You are asked as part of the PGRF process to demonstrate how your application aligns with the research priorities and/or key objectives. In preparing your answer, look closely at the *Framework* and think how your project might be seen to fit with it. Asking for evidence of this kind of alignment is standard practice in applying for funding.

Conditions of Award – Accessing PGRF Funds

Successful applicants will receive a 'Letter of Offer', detailing their award, and an 'Acceptance of Offer' (AOO) form. Once the AOO has been signed by the applicant, Supervisor, Head of Department and Associate Dean HDR, it must be returned to the Faculty HDR Manager. Provided all conditions of award have been met, an account will then be established by Financial Services, prior to the funding period. The applicant will then be advised of their PGRF account code by their Department/Faculty Finance Officer. Please note that under no circumstances can the funding be released prior to the grant commencement date, which is 1 January/1 July each year. If payment is required for conference registration, air fares or other time-restricted expenses prior to the grant commencement date, candidates will need to make arrangements with their Department/Faculty for bridging funds.

**Note:** Administration of the funds including reimbursements, payment of airfares, etc, is handled via the Department and/or Faculty Finance Offices. For details of financial arrangements, candidates should seek advice from the relevant faculty or department.

**Price Increases** – If the cost of your airfare or other budget items has increased by the time you have to pay it, contact your faculty office to discuss. No further PGRF funds will be made available if you have already received the maximum $3,000 grant. Do not submit a Variation of Expenditure Request form, as this is used only if you are changing your planned activity.

Post Award

Grant funding must be expended prior to the submission of the applicant’s thesis and prior to the advised maximum candidature or Funded Expected Completion (FEC) date. If a successful PGRF applicant has not submitted their research thesis within twelve months of the date of award, the grant will automatically be terminated and any surplus funds in the candidate's PGRF account will be recouped.

**Variation of Expenditure Request** - Funds granted may not be spent for purposes other than those detailed in the original application budget unless the permission of the PVC HDR Training & Partnerships has been obtained, using the appropriate form (see below). Any variation to the activities originally approved, including dropping or changing side visits, requires PVC HDR Training & Partnerships approval. If there is a change to your budget you must submit a fully revised budget, budget justification and itinerary via your faculty. You have access to your funds for a period of 12 months, there are no extensions to this time.

**Final Report** - Grantees must submit a Final Report on their funded project **no later than one year** after the award was made, or at the time of thesis submission if earlier. The form allows for a one-page account of the use of the funds and their value to the thesis project.

**Forms** - All the above PGRF forms can be found at: https://students.mq.edu.au/study/my-research-program/manage-my-candidature/grants-and-funding

All PGRF forms must be submitted via the Faculty HDR Office.

Deputy Vice-Chancellor (Research) Commendations

Commendations are awarded in recognition of outstanding applications which demonstrate a deep understanding of and commitment to the candidate’s chosen field of study, and communication of these with skill and professionalism. Recommendations for Commendations are made by the PVC HDR Training & Partnerships on behalf of the assessment panels. Applicants who are awarded a commendation from the DVC (Research) receive an additional $500 to be used for *research-related expenses* while undertaking their postgraduate studies. These expenses do not necessarily need to be linked to your PGRF project. Appropriate research-related expenses are as defined in Department/Faculty HDR funding guidelines.

Important points to remember about the PGRF:

* The fund is intended to enhance the postgraduate 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.
* The maximum value of the grant is $3,000. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g. Departmental/Faculty funds.
* Applications must not be handwritten, and entered text must be submitted in not less than 12-point font type.
* A “Supervisor’s Report Form” must be submitted independently of the application by the Supervisor, by the closing date. Applications for which no Supervisor’s Report Form is received by the closing date will be ruled ineligible.
* There is now a restriction on travel so that applicants can only apply for travel in Australia or New Zealand. This may include applications to attend an international conference that is held in Australia or New Zealand.
* Conference travel costs will be considered only where the applicant has had a paper accepted or is making a poster presentation. Where such evidence is not available at the time of application, it must be submitted to the Faculty HDR Manager as soon as possible, and prior to the release of funds. Likewise, supplementary research costs such as fieldwork, archival or resource visits are only appropriate where the applicant demonstrates additional research skills or additional materials which will add value to the thesis will be acquired.
* Advice regarding account details and administration of the funds including reimbursements, payment of airfares, etc, is provided via the Departmental and/or Faculty Finance Offices.
* All grant funding is subject to all university policies and occasional audit by the University auditor.

**Failure to follow guidelines and provide all information and documentation by the closing date, or to conform to word limits may result in your application being marked down or disqualified**.

Workshops

To enroll in the PGRF workshop run by HDR Learning Skills, go here: https://myrdc.mq.edu.au/

Your faculty might also offer workshops. For more information, please contact your faculty HDR office.

**Further Information**

Applicants are required to consult with their principal supervisor when preparing their submission. Most issues relating to preparation of applications are addressed in these Funding Rules, and applicants should read this document carefully before compiling their application. If after careful review of the Funding Rules, and consultation with the Principal Supervisor and Faculty HDR Manager further clarification is required, applicants should contact:

*Office of the Pro Vice-Chancellor, HDR Training & Partnerships*

*Updated June 2021*