# Graduate Research Essential Funding Scholarship form

The Faculty of Arts Graduate Research Essential Funding Scholarship contributes toward essential research expenses for graduate researchers enrolled in MRes, MPhil, and PhD programs in the Faculty of Arts at Macquarie University. Funding applications should be submitted with Confirmation of Candidature. This form may also be used for Variation applications after Confirmation of Candidature.

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| Your details | | | |
| Full Name |  | | |
| Student number |  | **Degree**  **(MRes/MPhil/ PhD)** |  |
| Department/  School |  | **Ethics approval required?** | Yes  No |
| Principal Supervisor |  | **Date Degree Commenced** |  |
| Associate Supervisor |  | **Expected Work Submission Date** |  |
| Have you previously been granted funding via the Faculty of Arts Graduate Research Essential Funding Scholarship | | Yes | No |
| **Amount (AUD):**  **$** |
| Type of Request | | | |
| Initial Funding Request – submitted with Confirmation of Candidature | | Yes | No |
| Funding for essential research activity not approved at Confirmation of Candidature | | Yes | No |
| Increased for previously approved research activity:  If this is your only item, please go to *Part 2* | | Yes | No |
| Do you have alternative sources of funding available for this travel, including research grants, research scholarships, or other University Funding? | | Yes | No |
| *If Yes, please give details and explain why additional funding is needed.* | | | |
|  | | | |
| I have read the [University Travel Policy](https://policies.mq.edu.au/document/view.php?id=251) and [Procedure](https://policies.mq.edu.au/document/view.php?id=252) | | Yes | |
| I have read and agree to the Faculty of Arts Graduate Research Student Essential Funding Scholarship [Guidelines](https://students.mq.edu.au/study/graduateresearch/tools-support/grants-and-funding#:~:text=max%20%245%2C000)%20students%3A-,Faculty%20of%20Arts%20Graduate%20Research%20Student%20Essential%20Funding%20Scholarship,-%2D%C2%A0%C2%A0please%20download%20this). (pdf under the ‘Faculty Funding’) | | Yes | |
| I have read and understood [“Fieldwork and Research Travel: What you need to know” on iLearn](https://ilearn.mq.edu.au/mod/book/view.php?id=7951205&chapterid=322889) | | Yes | |

## Proposed Research Activity

## Explain what the activity its, its significance to your research, and justification of associated costs. Include your aims and details of expected outcomes and outputs. Please refer to the [Graduate Research Student Essential Funding Scholarship](https://students.mq.edu.au/study/graduateresearch/tools-support/grants-and-funding#:~:text=max%20%245%2C000)%20students%3A-,Faculty%20of%20Arts%20Graduate%20Research%20Student%20Essential%20Funding%20Scholarship,-%2D%C2%A0%C2%A0please%20download%20this) information document for information on the types of activities that can be funded through this scheme.

## *Write for a non-specialist reader as the panel members might not be experts in your field. Maximum 1 page.*

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1. **Provide:**
   * **Locations and intended dates of your proposed research activity**
   * **Indicative quotes for each item**, including the source (eg, Corporate Travel Management, Booking.com, Airbnb, airline websites, transcription and translation providers, owners of data). Quotes should be attached to this document. **Do not** provide URLs to online quotes. *Note: all travel bookings must be completed via Corporate Travel Management (CTM). If approved, please talk to your School/Dept Operations Manager about the correct process for booking travel.*

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| Dates | Location | Activity and Justification |
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## Budget

**Complete the Faculty of Arts Graduate Research Budget Spreadsheet (see Scheme Guidelines for eligible and ineligible expenditure) and indicate all items for which you are requesting funding in the appropriate columns. The Budget Spreadsheet must be provided with this application.**

**Please ensure all travel costings comply with the** [**University Travel Policy**](https://policies.mq.edu.au/document/view.php?id=251).

**The maximum budget request is:**

**PhD MPhil: $5,000**

**MRes: 1,000**

|  |  |
| --- | --- |
| **Total Funding** | |
| **Total Requested Funds:** Faculty of Arts Graduate Research Essential Funding Scholarship only | **$AUD** |
| *Indicate how you plan to fund any additional research activity not included in your application for the Faculty of Arts Graduate Research Essential Travel Scholarship (eg, Research Grants, personal funds, etc)* | |
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## Attachments

**Please submit the following with this application:**

1. Indicative travel itinerary and quotes for flights, accommodation. You should indicate the source of each item – eg. Corporate Travel Management (CTM), Hotels.com.au, etc. – **combine into a single document with this form**
2. Faculty of Arts Graduate Research Budget Spreadsheet. **Use the following file naming convention:** FullName\_StudentID\_Degree\_YYYYMMDD.xls
3. *(eg. Smith\_12345678\_MRes\_20221016)*
4. Ethics approval, if required

## Certification

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| **Signature** | **Date** |

## Supervisor Endorsement

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| **Adherence to funding guidelines** | | |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Principal Supervisor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ endorse this application for $AUD\_\_\_\_\_ via the Faculty of Arts Graduate Research Student Essential Funding Scholarship and confirm that: | | |
| This funding request conforms to the Faculty of Arts Graduate Research Student Essential Funding Scholarship [Guidelines](https://students.mq.edu.au/study/graduateresearch/tools-support/grants-and-funding) (also available on iLearn). | Yes | |
| The budget is reasonable and fully justified as essential to the completion of their research thesis. | Yes | |
| The student’s thesis progress is satisfactory. | Yes | |
| The student has supplied and attached quotes for all requested funding activity. *(Note: URLs to online quotes will not be accepted)* | Yes | |
| **If applicable:** Ethics approval has been received for this project and is attached to this document.  *Note: Funds cannot be released until required ethics approval is granted.* | Yes  Pending | N/A Ethics not required |
| **Supervisor Statement –**supervisor must make a statement regarding the justification of research activities and costs – applications without this statement will be returned. | | |
|  | | |
| **Signature** | **Date** | |
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## Submission

**Submit this form to your Research Training Director with your Confirmation of Candidature documentation.**

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| **Research Training Director Review** | | |
| * If the application is incomplete, or does not conform to the [Faculty of Arts Graduate Research Student Essential Funding Scholarship Guidelines,](https://students.mq.edu.au/study/graduateresearch/tools-support/grants-and-funding/pdfs/Faculty-of-Arts-Graduate-Student-Essential-Research-Funding-Scheme__13Dec2023.pdf) please return it to student and/or supervisor. * If greater than $200 is requested for specialist IT equipment please discuss this application with the AD/RTP: [arts.associatedean.rtp@mq.edu.au](mailto:arts.associatedean.rtp@mq.edu.au) * If the application is in order, please sign and submit it to your Dept/School Operations team. | | |
| **RT Director Confirmation** | **Signature** | **Date** |
| *I \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_­­­­­­­­­\_ confirm on behalf of the Faculty Research Training Committee that this funding application is approved.*  *I \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_­­­­­­­­­\_ confirm on behalf of the Faculty Research Training Committee that this funding application is approved,* ***but the fund release is subject to ethics approval.***  *The student to submit the evidence of ethics approval to the RTD and the School Operations team prior to accessing the funds.* |  |  |