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Macquarie University Postgraduate Research Fund (PGRF)

Supplementary Research Costs Application



#### APPLICATION FORM

Before completing this form, applicants must read the Macquarie University PGRF Funding Rules and note that non-compliance with the Funding Rules 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 firsthand experience of the grant writing process. Applications will be assessed on the written application alone.
* From Round 1, 2024, the maximum value of the grant is $6,000. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g., Departmental/School/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 closing date**. Applications for which no Supervisor’s Report Form is received by the closing date will be ruled ineligible.
* Supplementary fieldwork, archival or resource visits are only appropriate where the applicant demonstrates additional research skills or materials will be acquired.
* Advice regarding account details and administration of the funds including reimbursements, payment of airfares, etc., is handled via the Departmental/School/Faculty Finance Offices.

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Supplementary research costs application

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| **1. Applicant** |
| Family name |  | Given name |  |
| Student number |  | Email |  |
| Home phone #  |  | University phone #  |  |
| \*Dept./School |  |
| \*Faculty |  |
| Research degree |  | Enrolment date |  |
| Load  | F/T [ ]  P/T [ ]  |
| ***\* This address will be used for all official correspondence.*** |

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| **2. Amount requested** | **$** |
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| **3. Thesis title** |
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| **4. Thesis project summary** Provide an informative plain language summary of your research (100 words maximum). Identify the thesis project’s main aims, its significance within the field, and the expected research outcomes. |
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| **5. Supervisors** |
| **Principal Supervisor**  |
| Family name |  | Given name |  | Title |  |
| Dept./School |  |
| Email |  |
| Faculty |  |
| **Associate Supervisor** |
| Family name |  | Given name |  | Title |  |
| Dept./School |  |
| Email |  |
| Faculty |  |

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| **6. Stipend** |
| Stipend source |  |
| Amount | **$** | Duration (mm/yy – mm/yy) |  |
| **7.** **Thesis progress -** In no more than half of one A4 page, provide a **brief summary** on the progress of your thesis research to date, including what has been accomplished, and what remains to be done to complete your thesis. Please attach Annual Reports. |
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| **8. Outline of the research activity for which PGRF support is sought -** In no more than half of one A4 page provide a brief outline of the proposed research activity, clearly illustrating how its aims relate to your thesis project.  |
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| **9. Research plan and methods –** In no more than half of one A4 page, explain how you will carry out the proposed research activity and provide a timeline for its completion. |
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| **10. Expected outcomes -** In no more than half of one A4 page, explain the expected outcomes of this research activity, and how they will enhance your thesis.  |
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**11. Alignment with Strategic Research Framework**

How does your application align with the strategic objectives and/or research priorities of the Macquarie University Strategic Research Framework 2015-25

(<https://www.mq.edu.au/research/research-expertise/research-strategy-and-framework>)?

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| 12. Have you previously received support from the PGRF? | Yes[ ]  | No[ ]  |
| **If Yes**, have you received approval to re-apply? Attach evidence of approval.  | Yes[ ]   | No[ ]  |

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| 13. Budget - List all expenses involved in attending the conference. For guidance on legitimate budget items, please refer to the Funding Rules.  |
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| 14. Justification of the Budget - Justify each budget item by clearly indicating why the amount requested is appropriate. Attach copies of quotes to the end of application form.*Confine your answer to half of one A4 page* |
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| **15. Additional costs.** If the research costs exceed $6,000, provide details of how you intend to meet the excess costs. |
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| 16. Ethics |
| Does your postgraduate research require human or animal ethical or biosafety approval?  | Yes [ ]  No[ ]  |
| If yes, indicate the type/s of approval required  | Human [ ]  | Animal [ ]  | Biosafety [ ]  |
| If approval has been obtained, please attach evidence of the approval |
| Should you have any questions relating to ethical issues, please contact:  Ethics Secretariat Email: ethics.secretariat@mq.edu.au  Telephone: 9850 4459***Funds will not be released*** *until the appropriate approval/s have been received and until evidence of such approval/s has been provided to the GRA (**gr.pgrf@mq.edu.au**).* |

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| **17. Applicant certification***‘I certify that the information I have provided in this application form is true and correct.’* |
| Name  |  | Signature |
| Date |  |

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| **18. Principal/other Supervisor’s certification** *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.*  |
| Name  |  | Signature |
| Date |  |
| Name  |  | Signature |
| Date |  |

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| **19. Head of Department/School**I certify that this application is in accordance with the PGRF Funding Rules, that all infrastructure costs will be borne by the Department/School/Faculty, and that any additional costs (above the Scheme maximum and defined as essential for the project) cited in the application, will be borne by the Department/School/Faculty. I also certify that where a student fails to provide a final report, should they be successful, that the Department/School will refund the value of the award. |
| Name  |  | Signature |
| Date |  |

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| **20.Associate Dean Research Training and Performance (RTP)***(Note: This signature will be obtained by the GRA after submission)**I certify that this application is in accordance with the PGRF Funding Rules, that all infrastructure costs will be borne by the Department/School/Faculty, and that any additional costs (above the PGRF maximum and defined as essential for the project) cited in the application, will be funded by the Department/School/Faculty.* |
| Name  |  | Signature |
| Date |  |

***Attachments -*** *attach the following documents as relevant:*

* *Day-to-day itinerary*
* *Annual Report(s) (required for all applications)*
* *Copies of quotes for research costs in support of the budget justification (Section 14). For example, Corporate Travel Management quotes, equipment, sample analysis.*
* *Copies of invitations or correspondence confirming invitation to visit research facilities, laboratories, research groups etc.*