

Division of Economic and Financial Studies

Guidelines for Higher Degree Research Support

Introduction

The university allocates funds to the Division for the specific purpose of supporting higher degree research students. These funds are for equipment, for example, desks, computers and telephones; the provision of supervision; and the direct support of research project costs.

Funds allocated for the direct support of research project costs of all EFS HDR students are pooled and allocated by the Division Research Committee (DivRC). The pooling of funds allows for the wide variation in costs between students' projects. There is no guarantee that any student will receive a specified amount of funding. Rather the objective is to ensure that each student will receive all reasonable costs essential to the successful and timely completion of their projects.

Eligibility

Students enrolled in Higher Degree Research programs in the Division of Economic and Financial Studies are eligible to apply for funding for their research costs. This includes

- masters by research, and
- doctoral programs.

It does not include

- bachelor honours, or
- course work masters, even if there is a research project component, which are administered by departments.

Application Process

To obtain funds students must submit a completed [Application for HDR Support form](#) to the Division Research Administrator.. Applications should normally cover the next six to twelve month period.

Applicants are responsible for submitting an application which complies with these guidelines. Applications which do not comply will be returned for amendment and resubmission.

Most applications will fall within the delegated authority of the Associate Dean of Research to approve and will usually be processed within a week after submission of the final application. Applications which fall outside the guidelines, are larger than the ADR's delegation, or raise questions, will be referred to the DivRC to be considered at its next meeting. The meeting dates can be found on the [Division Research Committee page](#).

Retrospective requests for support cannot be approved, as to do so would contravene the University's audit requirements. A retrospective request is defined as a request made for funds that have been spent or committed before the application is lodged with the Division Research Manager.

Students are expected to plan their activities and make timely applications for funds. The Committee will make conditional approvals where appropriate, for example, for an international conference, prior to notification of the acceptance of a paper.

Indicative Budget for the duration of candidature

Students should discuss their activities for the duration of their candidature with their supervisor and plan their expenditure accordingly.

The following will give you an idea of kinds of expenditure the budget might include:

First Year: workshops on research methods or similar, software, purchase of data, domestic/international conference

Second Year: data collection; field work, domestic colloquiums, domestic/international conference

Third/Final Year: domestic/international conferences and colloquiums, copy editing, thesis production.

All candidates are eligible to apply for attendance to 2 domestic and one international conference during their candidature.

In addition, it is expected that all students who are eligible will apply for a Macquarie University Postgraduate Research Fund (PGRF) grant in their second or third year. This should be included in the Indicative Budget.

Part-time students receive the same level of support as full-time students although spread over a longer period.

What will be funded?

Applications may be made to cover reasonable research costs which are essential to the successful completion of the research.

All applications must be reasonable given the stage of progress of the thesis and the student's overall funding requirements for the duration of their program. It is expected that students demonstrate economy with Division funds. For example, they should take advantage of discounts and student rates. This applies particularly to air fares, accommodation and conference registration.

Expenditure must comply with University policy. Students planning to travel should refer to the University's travel policy http://www.ofs.mq.edu.au/ofs_policies/Travel_Policy_24_JAN.pdf and insurance policy <http://www.ro.mq.edu.au/HDRU/current.htm> when completing their application. Travel must be purchased through STA or Campus Travel.

Where living expenses are incurred, EFS will fund actual sustenance expenses provided all relevant receipts are submitted when claiming expenses. Applicants should therefore make enquiries as to what constitutes "reasonable living" expenses at their point of destination.

Applicants also need to maintain a travel diary with detailed notes to accompany any expenses incurred. This is an invaluable tool when making claims for expenses.

The budget must be expressed in \$AUD. Where expenditure is in foreign currency, include the calculations showing the foreign currency amount and the exchange rate used to convert to \$AUD.

For international travel applicants must include a contingency amount equivalent to 10% of the budget to allow for changes in airfares, exchange rates and unforeseen charges, eg local taxes.

The following list of allowable costs is not exhaustive and is provided as a guide.

- Research project related expenses: the purchase of data or databases, field work costs, survey costs, the cost of transcribing taped material, data entry, clerical assistance, translation of material to/from English.
- Training or workshops to gain essential skills; colloquiums.
- Special items of equipment not available in the Department.
- Travel costs for fieldwork or visits to off campus libraries or archives.
- Costs associated with thesis production eg copy editing, final binding.
- Attendance at a national or international conference, including registration fees, air fares, travel insurance, visas, accommodation and living expenses.

To be eligible for conference funding, applicants must meet all the following criteria:

- The student is presenting a paper or making a poster presentation.
- The paper is work towards the student's thesis.
- The conference will add value to the student's thesis.
- A copy of the paper is attached to the application or provided prior to the release of funds.
- Official confirmation of the acceptance of the student's paper, or an invitation to the student to present at a conference is either attached to the application or provided prior to the release of funds.

Not Funded

Conference travel will not be funded in the first year (or full-time equivalent) of candidature. Transfers should be by public transport (bus, train); taxis will not be funded.

Requests for laptop computers and books will not be funded. EFS has a Library Representative who authorizes expenditure on books for the Library. Students requiring books should contact the Library Representative, [Yvette Blount](#) Department of Accounting and Finance Items of equipment purchased with Division funds will remain the property of the Division, not the student or supervisor.

Supporting Documents

Applications must be submitted on the prescribed form and completed in no less than 12point font type. Applicants also need to make sure that they have supporting documents to substantiate any claims in their budget, eg, quote for airfare provided by travel agent, conference registration details off the web or quotes for hotel accommodation.

It is the responsibility of applicants to ensure that their applications include the statement of support completed and signed by their supervisors.

The Division Research Manager is your first enquiry point for your proposal for funding.

Accessing Funds

Once funding has been approved, applicants

should contact the Division's Finance and Administration Assistant to discuss payment procedures for approved items. If air travel is involved, candidates need to confirm their booking with their travel agent as well as submit a completed copy of the Airline Booking form.

(I'm attaching the airline booking form if you can make that into a link)

Contact Information

Candidates should discuss the costs they are likely to incur over the duration of their program with their supervisor.

For all enquires about applications and the application process, contact the [Division Research Administrator](#).

The [Finance and Administration Assistant](#) can help with accessing your approved funds.

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