**ASIA INSTITUTE**

**GRADUATE RESEARCH SUPPORT FUND: GUIDELINES AND APPLICATION**

The AI Graduate Research Support Fund assists PhD and Masters by Research candidates within the Institute to enrich their research and candidature. The Fund allows students to apply for assistance more than once per year, but will not be awarded more than the below amounts across the duration of their candidature. Amounts previously awarded under this fund will be taken into account.

MA students - $1000

PhD confirmed candidates - $3000

***Presentation of a Paper***

A candidate may seek assistance with the cost of travel to either an international or national conference on the condition that they are presenting a paper related to their research topic. Applicants applying for funding for presentation at a workshop or seminar must be able to clearly demonstrate that the workshop or seminar is significant for their field of research. The Fund does not assist candidates in attending a conference without presenting a paper.

***Please note:*** *PhD and Masters by Research candidates seeking support for conference presentation should apply for the Faculty’s Graduate Research in Arts Travel Scheme (GRATS) and, where relevant, the Graduate Research in Arts Travel Scheme (GRATS) (Top-Up Scholarship). This also includes travel to access otherwise unobtainable sources material. Please visit these websites for more information:* [*http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/graduate-research-in-arts-travel-scheme-grats*](http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/graduate-research-in-arts-travel-scheme-grats) *and* [*http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/graduate-research-in-arts-travel-scheme-grats-top-up-scholarship*](http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/graduate-research-in-arts-travel-scheme-grats-top-up-scholarship) *.*

**If you are applying for GRATS and AI funding for the same event it is only necessary to submit the GRATS form to AI.**

***Research/Fieldwork related expenses***

A candidate may seek assistance with the cost of travel to obtain material from libraries and/or archives that will substantially improve their thesis. Other external expenses that will be covered, but which must be directly related to research/fieldwork include: photocopying/printing expenses, and translation costs essential for fieldwork research.

***Please note:*** *PhD candidates seeking support for fieldwork should apply for the Faculty’s PhD Fieldwork Grant Scheme. Please visit this website for more information:* [*http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/phd-fieldwork-grant-scheme*](http://arts.unimelb.edu.au/scholarships/prizes-and-scholarships/phd-fieldwork-grant-scheme)

**If you are applying for PhD Fieldwork Grant Scheme and AI funding for the same event it is only necessary to submit the GRATS form to AI.**

***Other research-related expenses***

A candidate may seek assistance with other research-related expenses such as matching funds for grants external to the Institute and expenses specific to their research.

This no longer includes thesis binding.

**Eligibility**

***PhD candidates***

* An applicant must be a confirmed PhD candidate prior to lodging an application and the commencement of activity
* An applicant may lodge more than one application during each year of their candidature however there is an upper limit to the amount of assistance any one student will receive during the period of their candidature
* An applicant must have the written support of their principal supervisor or associate supervisor during the principal supervisor’s absence

***Masters by Research candidates***

* An applicant must be a confirmed MA by research candidate prior to lodging an application and the commencement of activity
* An applicant may lodge more than one application during each year of their candidature however there is an upper limit to the amount of assistance any one student will receive during the period of their candidature
* An applicant must have the written support of their principal supervisor

**APPLICATIONS**

**Application Process**

1. Read through the Guidelines above to determine eligibility
2. Decide if you need to fulfil Checklist A or B
3. Fill in and sign this form, attaching all required documentation as per applicable Checklist
4. Please complete the Application Form electronically and submit by email to the Team Leader, Academic Programs (AI) (borgr@unimelb.edu.au) by the last Thursday of each month.
* NOTE:
* Funding applications will be considered once a month.
* Applicants will be notified via email of the outcome of their applications. Unsuccessful applicants will be given the name of a member of the R&RT committee who can be approached for feedback.
* Late applications will not be accepted

**Personal & Course Details**

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Given name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student email address (only University email addresses will be used for communication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis title or research topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of commencement:

Expected date of completion:

Enrolment Status: ∆ Full-time ∆ Part-time

Name of principal supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of co-supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of funding being sought:**

|  |  |  |
| --- | --- | --- |
| Asia Institute |  | $ |
| Graduate School funding scheme | Circle scheme name:GRATS, PhD Fieldwork, other:  | $ |
| University funding scheme |  | $ |
| Total sought from all sources |  | $ |

**CHECKLIST A - ALL TRAVEL-RELATED REQUESTS**

**Please tick all check boxes to indicate to all necessary steps completed or in progress. It is not necessary to attach all documents from your study away application on the portal here.**

**Forms:**

∆ Completed Asia Institute funding cover form (this form). If you are applying for GRATS or PhD fieldwork it is not necessary to submit the AI form to the Team Leader, just the GRATS or PhD fieldwork form.

∆ Completed form:

* detailed explanation of your trip
* evidence of research being undertaken
* budget proforma
* detailed itinerary
* statement of support and signature from Principal Supervisor
* provided quotes where appropriate

∆ Completed *Leave to Study Overseas/Away* submitted via Student Portal

*Leave to Study Overseas/Away* form number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ensured that you are not travelling to a country issued with a DFAT warning?

If you are travelling to a country issued with a DFAT warning, please ensure you attach the required approval to your Study Away Form.

∆ Confirmation of Insurance and Online Travel Registration:

Log in and Register for travel at Travel insurance for students:

<https://unimelb.travelregistration.com.au/Account/Logon> Insurance confirmation number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Attached email of insurance confirmation to online Study Away form in student portal

**Supervision and Progress Report arrangements:**

During approved Study Away periods RHD enrolment continues as usual and progress reporting and submission dates do not alter. If a progress report due date falls in the period of Study Away, the candidate and supervisor should discuss how this university requirement will be met. Consider completing the report early, or requesting an extension to the progress report deadline. Candidates on Study Away for more than three months will need to have an external supervisor appointed who will be located where they will be undertaking their research.

Next Progress Report due date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Attached within online Study Away on student portal application is a summary of agreement between supervisor and candidate as to how this Progress Report requirement will be fulfilled if the date overlaps with intended Study Away period

□ If over 3 months Study Away, attached within online Study Away application on student portal is a summary of agreement between Supervisor and candidate for external supervision arrangements for this period, including external supervisor name and contact details. If a suitable external supervisor cannot be appointed because of the nature of the location, a detailed plan of how supervision will be maintained including method of communication and frequency must be included.

**Ethics approval (if applicable, put N/A if not)**

∆ Ethics approval ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other documentation supplied to specifically support the application.**

∆ Type of document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Attached

**REQUIREMENTS UPON RETURN FROM STUDY AWAY:**

* Submit Return from Study Away online form via your Student Portal
* All recipients of funding for presentation of a paper or non-field based research must submit a written report of approximately one-page to the departmental RRT Committee following their return. This report should include an account of their leave and the way in which funding was used

Describe in detail the activity or item for which you would like funding:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how this activity or item will aid your research:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

**APPLICANT’S DECLARATION:**

I hereby declare that all the information I have provided on this form is accurate and complete. I understand that there can be severe penalties for providing false or misleading information.

I have attached all the documentation required by the Fund.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / /

Signature of applicant date

**DEPARTMENT OUTCOME:**

Conditions to be met: Yes / No

If yes, the conditions are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have the conditions been met: Yes / No Date: / /

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount awarded: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**APPENDIX A**

**BUDGET PROFORMA**

Please complete this form using figures in Australian dollars with conversion current as of time if application.

|  |  |
| --- | --- |
| **A Income AUD$** |  |
| APA/MRS/MIRS or other living allowance or scholarship available funds1 |  |
| Other grants  |  |
| Other funding (including savings or salary) |  |
| **A TOTAL**  |  |
| **B Expenses AUD$**(attach copies of quote/s and receipts for expenses listed) |  |
| Airfares  |  |
| Rail fares  |  |
| Bus fares  |  |
| Other transport fares  |  |
| Accommodation costs  |  |
| Entrance costs (libraries, institutions etc) |  |
| Travel insurance  |  |
| Photocopying and related costs  |  |
| Conference fees  |  |
| Visa fees  |  |
| Other research costs (provide details) |  |
| Other research costs (provide details) |  |
| **B TOTAL** |  |
| **C Expenses you will incur that are NOT eligible to be covered by this Fund AUD$** |  |
| Living Allowance |  |
| Airport taxes and transfers  |  |
| Other expenses  |  |
| **C TOTAL** |  |
|  |  |
| **TOTAL AVAILABLE INCOME** |  |
| **TOTAL EXPENSES** |  |

1 Calculate any of your living allowance or scholarship that you will be able to use toward your travel. Deduct expenses (eg rent) that you will continue to incur in Melbourne while you are away. Enter this total in A.