



KCWHs RESEARCH FUNDING SCHEME

GUIDELINES



WHAT IS THE PURPOSE OF THE FUNDING SCHEME?

This funding scheme is designed to provide partial subsidies of the costs associated with research. The scheme provides support for expenses directly related to your research project. Due to limited funding, only partial support can be provided, and only for expenses that cannot be financed from other sources. You are therefore advised to consider other available funding sources when applying.

WHEN SHOULD I APPLY?

Applications are called for each year in March. Applications should be submitted to the KCWHs Education Co-ordinator for consideration. You will be notified of the result of your application within two-three weeks.

WHAT FUNDING IS AVAILABLE?

Funding is limited under this scheme. The Key Centre has been fortunate to secure a gift from a donor which will allow us to fund proposals up to a total of \$2000. Applications are awarded on a merit basis and the scheme is competitive.

Only applications for amounts of \$100 and above will be considered. **A maximum amount of \$1000 will be awarded to a single application in any round.** Depending on the number and quality of applications, funding may be restricted to \$1000 during a student's period of candidature.

WHAT ACTIVITIES MAY BE FUNDED?

The purpose of the scheme is to meet costs necessary for the completion of your research. Applications, except under extraordinary circumstances, are expected to be for prospective funding for activities such as:

- Conferences (if presenting)
- Accommodation (related to conferences)
- Travel (where necessary for fieldwork/conferences)
- Equipment
- Fieldwork expenses

The intention of this scheme is not to fund activities that students are usually expected to undertake themselves as part of their research, e.g. transcription of research interviews and data entry.

AM I ELIGIBLE?

This scheme is available to all students completing a research project as part of their postgraduate study. Students on leave are not eligible to apply. Amounts of previous grants to students will be taken into consideration. You should consider the likely requirements for funding over the total period of your research and plan for these at the beginning of your candidature.

It is important to keep in mind any other sources of funding that you may have (e.g., a PHIRST application), when submitting an application. Students who hold scholarships that include funds for research support, e.g. NHMRC or VicHealth are advised that this research support fund needs to be fully expended before an application is made. Where a student has remaining funds through such scholarships, they must supply evidence of the planned use of such funds with their application.

HOW DO I APPLY?

To apply for this funding scheme, please complete a KCWHs Application Form which is available on the KCWHs website.

Funds may be allocated but it is a university regulation that payment cannot be made unless receipts (or where receipts are not available, statutory declaration forms) are provided. Successful applicants will be notified in

writing of the amount allocated and will be required to sign an authorization /declaration form and provide receipts or other evidence of expenditure to their Centre/Unit administrator.

Writing grant applications is an important and essential part of a research career. For many of you this will be the first of many grant applications that you write. The grant application must be clear and comprehensive. We can only base our decision on the information that you provide in the application.

Please address all the following points (if there is insufficient space, attach additional sheets):

1. Purpose of application
2. Full details of what you are seeking funding for (max 300 words)
If you are applying for conference or other travel expenses, please include the following:
 - Conference title, dates and location
 - Conference paper to be presented if applicable
 - Proposed dates of travel, including departure and return dates

If you are applying for travel expenses for reasons not related to conference participation, please state clearly the place(s) which you intend to visit and the purpose of your visit. (Please give names of the cities and countries you plan to travel to, specific details of the centres you intend to visit at each location, and details of any appointments or meetings that have been planned – supporting documentation, e.g. e-mail correspondence, etc., should be attached if available.)
3. Budget of expenses. Please provide detailed quotes where available. If applying retrospectively, provide receipts of expenses incurred.
4. Justification of each of the items listed under expenses and information on any amount already received for these items.
5. Funding requested for this/these expense(s) from other sources and whether funding has been provided.
6. Attachments - All relevant documentation should be attached to your application.
7. Previous sources of funding - Please provide details (including dates, amounts and sources) for all sources of funding received during candidature so far.
8. Supervisor's Endorsement - Your principal supervisor must complete this section.

Partially completed applications and applications without the Principal Supervisor's endorsement will not be considered.

FUNDING ALLOCATED

Funding allocated must be used within 12 months of notification. In cases where funds are not spent within this period, the applicant can apply for an extension by writing to the KCWHS Education Co-ordinator stating reasons why an extension should be granted.

REPORTS FROM STUDENTS WHO ARE AWARDED FUNDING

If you are successful in receiving funding, you are required to write a brief report (approximately 100-300 words) to the KCWHS Education Co-ordinator on what you did with the funding awarded and how it has benefited your research. Reports may be included in KCWHS newsletters in the future. Please provide your report to the KCWHS Education Co-ordinator within six months of being awarded funds from this scheme. If no report is provided, further applications from you will not be considered.

WHO DO I ASK FOR FURTHER INFORMATION?

Assoc. Professor Jane Fisher
KCWHS Education Co-ordinator
The University of Melbourne
ph: (+61) 03 8344 8819 fax (+61): 3 8344 0824
email: jrwf@unimelb.edu.au

ARE THERE OTHER SCHEMES THAT I SHOULD KNOW ABOUT?

As this funding scheme is limited you are advised to seek support from other funding schemes available. Inquire at the Melbourne Scholarships Office for the Melbourne Abroad Travelling Scholarship Scheme (MATS) or the Postgraduate Overseas Research Experience Scholarship (PORES). Details on these schemes are available from the following web sites:

<http://www.services.unimelb.edu.au/scholarships/pgrad/special/travelling/matss.html>

<http://www.services.unimelb.edu.au/scholarships/pgrad/special/travelling/pores.html>

or try here for other travelling scholarships:

<http://www.services.unimelb.edu.au/scholarships/pgrad/special/travelling/index.html>

GRANTS FOR TRAVEL

Funding is also available through the School of Graduate Studies, through their Academic Activity Grants. Applications for these are taken each semester and have deadlines. For more information go to the website:

<http://www.sgs.unimelb.edu.au/services/grants/>

Jason (on-line scholarship database)

For a list of scholarships and grants this website is invaluable. The types of funds available range from full scholarships, to grants of a lump sum, to grants purely for travel purposes. The web address for this site is:

<http://www.jason.unimelb.edu.au>

GRANTS BULLETIN

It is recommended that students subscribe on their email to the Melbourne Grants Bulletin. The bulletin contains the latest information on current research grant opportunities (including ARC and NHMRC) and research grant seminars and for workshops. Subscriptions can be made at:

<http://www.research.unimelb.edu.au/grantsbulletin/>

The Grants Office webpage also offers a HUGE amount of information on applying for grants and the sort of grants that are available and we STRONGLY recommend that students look at this website to make the most of opportunities available to them. Details can be found at: <http://www.research.unimelb.edu.au/>

The Grants Office also has copies of past successful grants applications. These can be especially helpful when writing your own application.