

# Faculty of Science HDR Research and Conference Funding

**Deadline for budgets: 13 February 2015**

## Guidelines for Department of Physics & Astronomy Postgraduates

Higher degree research candidates (MPhil, PhD, MRes year 2) can access financial support to assist with their research, where a clear need for such support is evident.

You will be allocated funds to support your research, based on your application including a project outline, research plan, and fully-justified budget.

PhD students may budget up to \$3000 dollars per year, and can make a special case for up to \$5000.

MRes year 2 students may budget up to \$2000 dollars, and can make a special case for up to \$3000.

Note that if you spend more (less) in the early years of your candidature you can expect less (more) in the later years.

This process is also an opportunity for students to gain first-hand experience, under the guidance of their supervisor, in the process of writing grants. In particular all students are expected to:

- Summarise their project in no more than 100 words and indicate the aims, significance and outcomes (not to be confused with outputs)
- Demonstrate a good understanding of the research project and be able to clearly articulate the research plan and methodology
- Demonstrate careful planning with respect to the budget and reasonable justification against University criteria

### Typical budget items

A range of activities are supported with this funding, depending on the nature of the research. The principal guideline is that the money should be used to facilitate the candidate's research and timely completion of the degree. You will need to consult with your supervisor when planning your budget. Examples include (*note this is not an exhaustive list*):

- Minor equipment – e.g. Data logging cards, lasers and light sources, optics and opto-mechanical mounts, laboratory desktop computers (*as opposed to your office desktop computer*)
- Speciality software

- Laboratory consumables- e.g. optical fibres, electronic components, chemicals, gases, polishing compounds, etc
- Access rate to National facilities – e.g. Australian Synchrotron, NCRIS subsidized lithography, chip design and fabrication etc
- Other Analysis costs – e.g. Scanning electron microscopy, Atomic Force Microscopy etc.
- Where appropriate, attendance at Summer Schools, Workshops and Training courses which pertain to the outcome of your research degree (including travel, accommodation, and incidentals)
- Fieldwork and collaboration expenses - e.g. travel, accommodation, food, vehicle hire
- METS material costs
- Publication charges – e.g. for open access journals
- Thesis preparation costs – e.g. printing, binding (for non- scholarship holders)
- Conference registration
- **Domestic conference travel**, accommodation and incidentals: up to \$1500 during the course of your candidature for attending a maximum of two domestic conferences where you will be presenting a paper or poster.
- **International conference travel not funded**: apply for MQ PGRF

Please also consult the current faculty guidelines at:

<http://science.mq.edu.au/current-students/phd-research-students/support/funding-grants/>

## The funding process

At the commencement of candidature, you should discuss your needs for project support funding with your supervisor. To access HDR Research and Conference funds you are required to submit each year an **online application form**:

<https://web.science.mq.edu.au/utis/hdr-budget/>.

All budgets are considered by the Department HDR Director. Once the budget has been approved your account number will be requested from the University Financial Office (*you may already have an account number from previous years*).

Any purchases or reimbursement of expenses incurred by you in carrying out your research will be drawn against that account and will need to comply with the University's financial policies and procedures. All expenses must be submitted to your supervisor for approval and given to your Department's Finance section.

The Department's Finance officers can provide for you a report of your account, to enable you keep your expenditure within your budget limits.

## **Budget justification**

You are asked to budget only for what is *essential* for your project. Please give careful consideration and prioritize your requirements, as you may not receive the full amount requested. Your total expenditure in previous years will be taken into account when allocating future funding.

Adequate justification must be provided for all items listed, ranging from recent quotes for minor equipment. If you are requesting more than \$3000, explain why this is essential for your project.

## **Budget alterations**

Of course your funding needs may change between the time that you submit your budget and the time you come to make a purchase. Minor alterations to consumable items can be made without further paperwork. However, for major changes to your planned expenditure, or for **any additions of travel or conference funding**, you must submit a revised my email to the Department HDR Director.

## **Other Funding Sources**

### **Macquarie University Postgraduate Research Fund (MQ PGRF)**

It is recommended that in your second year, you apply for the Macquarie University Postgraduate Research Funds (MQPGRF) as the University expects students to utilize these funds where possible. This can be used for international conference attendance and/or supplementary research support. Funds are allocated according to merit and are based on an application. You can potentially receive two grants of up to \$5000 during your candidature (the second is funded by the Faculty). There are two funding rounds per year. Please discuss this with your supervisor. This funding is not available for retrospective support of any expenditure.

Details are on High Degree Research Office website:

[http://hdr.mq.edu.au/information\\_for/current\\_candidates/financial\\_support](http://hdr.mq.edu.au/information_for/current_candidates/financial_support)