

## School of English, Communications and Performance Studies Graduate Research Funding Application

This form is for ECPS Higher degree by research (HDR) students to apply for funding support for a research activity from the School's Higher Degree by Research Support Fund. Funding is meant to support domestic/international travel and other large research-related expenditures as approved by the ECPS Research Coordinator.

### General Information

ECPS HDR candidates can apply for funding from the School for a maximum of \$3500 throughout the period of their candidature. Requests for funding can be made at any time during candidature.

Funding is normally available as reimbursement for costs you have already incurred and paid for. If you are currently enrolled in an HDR course (i.e. MA(Res&Cw), MA, MA(CreatWrit), MA(Theatre Performance), PhD) and your organisational unit is one of the following sections: Communications, Drama, English, Film and Television Studies or ECPS you can choose to EITHER:

- request a lump sum for the maximum once during your candidature OR
- make separate requests for smaller amounts over the period of your candidature

Applications are assessed on the basis of tangible research outputs, including, but not exclusive to, items such as conference papers, conference presentations, data collection, and performance costs. Outputs should relate directly to your thesis topic and its content

The following types of funding are available provided you can demonstrate how it relates to your research:

- Conference Registration – domestic or international
- Travel Expenses – domestic or international
- Incidentals (meals, accommodation, etc.)
- Thesis Related Costs (Binding)
- Book and illustration purchase
- Other expenses (you will need to provide details)

**NB:** Do not assume that funding has been approved until you have received written notification from the School.

### Lodgement of Applications

Lodge this application together with appropriate documentation at the ECPS School Office. Applications should be lodged well in advance of any payment deadlines.

If you are unsure of the financial information needed for the process, please consult the ECPS Graduate Studies Officer before submitting.

### What Happens Next

Your application will be forwarded to the ECPS Graduate Coordinator who will consider your request and ensure that any appropriate action is taken. The turnaround time for applications is six weeks.

## Supporting documentation

An application for funding must be accompanied by appropriate and substantial documentation.

For **Reimbursements** you need to attach a tax compliant receipt showing a zero balance as proof of payment.

- Goods or services provided within Australia:
  - the supplier's ABN must be clearly printed on the receipt
  - the type of service or goods supplied must be indicated
  - the GST amount must be shown as a component of the cost or included in the total amount
- International airfares booked within Australia need only show the ABN of the provider. GST is not applicable on international flight costs.
- International conference payments are not subject to GST.

## Outcomes

You will be notified of the outcome of your application by the Graduate Studies Officer.

## Privacy Statement

The information on this form is collected for the primary purpose of assessing the application for funding. Other purposes include: to decide the amount of funding to be granted, monitor the number and type of applications made by candidates, send any necessary correspondence in relation to the application and for the School to assess compliance with the funding policies and procedures. The information on this form may be retained by the University for the duration of your current course enrolment.

If you do not complete all questions on this form it may not be possible for the application to be processed by the School. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

## School of English, Communications and Performance Studies Graduate Research Funding Application

Please lodge the completed application form at the School Office

Personal Details					
Monash ID:		Course:		Research Discipline:	
Title:	Surname:		Given Names:		
Monash Email Address: _____@student.monash.edu					

Purpose for which funding is being requested (please attach supporting documentation)					
Research Funding Required	Amount Requested (\$)	Type: Reimbursement / Other (list)	Approved? Yes/No	Amount Approved (\$)	Research Coordinator's Initials
International Conference Registration					
Domestic Conference Registration					
International Airfare					
Domestic Airfare					
Thesis Binding Costs					
Other (describe below)					
Total Amount Approved				\$ _____	

**Research Activity**  
Please provide a brief statement as to how this funding will benefit your studies

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**Conference / Travel Details (attach supporting documentation)**  
If you are requesting funding to attend a **conference** please provide the conference title and location. If you are seeking **travel funding unrelated to a conference** please briefly detail the purpose of the travel

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**Applicant's Declaration**  
I declare that the information provided by me is true and complete. I acknowledge that the provision of incorrect or incomplete information may result in the variation or reversal of any decision regarding funding.

**Applicant's Signature:** \_\_\_\_\_ **Date:**     /     /

**School Approval**

Signature of Graduate Coordinator: \_\_\_\_\_ Date   /   /

Signature of Budget Officer (or delegate): \_\_\_\_\_ Date   /   /

Account Number	Cost Centre	Fund	Tax Code	Amount

Date Student Advised:   /   /                      Date Funds Transferred:   /   /