

Asia Institute

Postgraduate Research Support Fund

Guidelines For Applicants

The AI Postgraduate Research Support Fund is to assist PhD and MA by research candidates with 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 following amounts across the duration of their candidature: MA students - \$750; PhD confirmed candidates - \$2000. Amounts previously awarded under this fund will be taken into account.

Covered by the Fund:

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.

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, translation costs, and equipment/consumables essential for fieldwork research.

Please Note: PhD candidates seeking support for fieldwork should apply for one of the Faculty's [Travel & Fieldwork Scholarships](#).

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, thesis binding and expenses relating to publication (eg: membership fees etc).

Eligibility

PhD Candidates

- An applicant must be a confirmed PhD candidate prior to the release of Scholarship funds and the commencement of activity.
- An applicant must have completed more than 6 months full-time (or equivalent part-time) of their candidature before lodging an application.
- 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.

MA by research Candidates

- A MA by research candidate is a student enrolled in either a MA by thesis only or a MA by Advanced Seminar and Shorter Thesis.
- An applicant must have been enrolled for more than six months full-time (or equivalent part-time) prior to lodging an application.
- An applicant must not have exceeded 18 months full-time candidature (or equivalent part-time) since the commencement of their candidature.

- 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 sole or principal supervisor.

Application Process

The application form (below) must be completed and, together with accompanying documents, should be lodged with the Postgraduate Programs Officer. All applications are considered by the departmental RAGS Committee.

Applicants will be notified by letter of the outcome of their application.

Following Notification of Funding

- Any additional information requested by the RAGS Committee must be supplied within 30 days of notification for the application to remain under consideration.

On Return from Travel

- PhD candidates are to complete a [SGS Advice of Return from Leave](#) form and lodge it with the School of Graduate Studies within 5 days of returning from leave. MA by research candidates are to complete a [Faculty of Arts Advice of Return from Leave](#) form and lodge it with the Faculty within 5 days of returning from leave.
- 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 RAGS Committee following their return. This report should include an account of their leave and the way in which funding was used.

Section C – Funding Request

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

Describe how this activity or item will aid your research:

Section D – Supervisor Support

Supervisor Comments:

Signature: _____ Date: _____

Section E - Accompanying Documents Checklist

Please refer to the Institute's website: <http://www.asiainstitute.unimelb.edu.au/postgrad/index.html> for information about other requirements that must be completed for students undertaking fieldwork, such as: Leave to Study Overseas/Away; Guideline Form for Off Campus Travel and Work Policy form; Risk Assessment forms (2D or 3D); Approval from the Academic Registrar for some destinations; Ethics approval

All requests:

- Completed application form
- Budget for Expenses (below)
- Support from the principal supervisor (or associate supervisor in their absence).

Fieldwork related requests:

In addition to the documents above:

- Itinerary and Activity Sheet (below). This sheet must cover the entire period of leave of absence from the University. Please include all destinations with accompanying activities.
- Degree specific application for *Leave to Study Overseas/Away* (see website link above)

BUDGET PROFORMA

Please complete this form using figures in Australian dollars.

A	Income	Aus \$
	Scholarship *	
	Other grants	
	Other funding	
	Total income	

*If applicable, note any money from your living allowance scholarship that you will be able to use toward your travel. Deduct expenses (e.g. rent) that you will continue to incur in Melbourne while you are away.

B	Travel-related expenses	Aus \$
	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 travel related research costs	
	Other travel related research costs	
	Total Fieldwork expenses	

C	Expenses Not Covered by this Fund	Aus \$
	Taxes	
	Transfers	
	Living Allowance	
	Other expenses (eg: continuing costs while traveling)	
	Other expenses	
	Other expenses	
	Total	

D	Summary	Aus \$
	Expenses minus income	
	Total at A – (total at B + total at C)	
	Amount requested	

