

### Summary

Macquarie University supports and encourages higher degree research (HDR) Candidates to apply for relevant external funding, such as grants for travel, conference attendance, project costs, or scholarship top-ups, prizes or awards. Writing external funding applications is an important aspect of research training. Nonetheless, the University expects that external funding applications should not interfere with candidature at the University and progress of HDR studies, nor require extended periods of Offsite Research. Candidates receiving external funding will remain enrolled in their HDR degree at Macquarie University and must abide by the Conditions of Award if they are in receipt of a Scholarship from the University or Australian Government.

The University is required to annually report the amount of external income received for research activity, and so must ensure the information on all research funds attracted by people at the University is recorded.

Macquarie's Research Services determines which research-related funding meet the requirements for this reporting. At the point that an HDR-related grant is awarded, the funding will be reviewed by Research Services and the management of the grant determined and, if relevant, the outcome will be communicated to the successful grant recipient by the Office of Higher Degree Research Training and Partnerships or by Research Services.

### Details

#### 1. Identifying external funding opportunities

HDR Candidates should be aware of the conditions of their candidature, and their relevant [Scholarship Conditions of Award when considering possible external funding opportunities](#). Points to be especially aware of are:

- HDR Candidates' Intellectual Property (IP) is owned by the University;
- Candidates in receipt of scholarships from either RTP (i.e. from the Research Training Program block grant) or Macquarie University are not able to receive other scholarships specifically for stipends that are more than 75% of the value (AUD21,069 in 2020) of the stipend they receive, and;
- It should not be expected that the University will co-fund any external funding applications from HDR students.

#### 2. Process

Prior to preparing an external funding application, HDR Candidates should:

- (a) Discuss the proposed scholarship or grant scheme with their Supervisor and relevant HDR support staff within their Department or Faculty, The supervisor(s) and Department/Faculty HDR staff must:
  - i. confirm they support the application;
  - ii. ensure the application will not affect the candidature of the student in a negative way;
  - iii. ensure that there are no University contributions included, or that any contributions are approved (and that the application itself does not commit the University to any unapproved resource allocation);
  - iv. ensure that there are no [Intellectual Property \(IP\)](#) issues or conflicts between the University's position (as noted above); and
  - v. ensure the amount to be applied for does not exceed the amounts listed in the conditions of award. Generally the Australian Government specifies that to be eligible for an *RTP Stipend* a student must *not be receiving income from another source* (that is, another stipend or financial support considered a wage) to support that student's general living costs while undertaking their *course of study* if that income is greater than 75 per cent of that student's *RTP Stipend* rate. Income unrelated to the student's *course of study* or income received for the student's *course of study* but not for the purposes of supporting general living costs is not to be taken into account

- (b) If the request is for a NHMRC postgraduate application, please contact your [Faculty Research Office](#) and [research.preaward@mq.edu.au](mailto:research.preaward@mq.edu.au).
- (c) If the request is less than AUD21,069 in 2020 (i.e. 75% of [a standard RTP scholarship](#)), please proceed with the application on supervisor/Department/Faculty approvals.
- (d) If the external funding application is:
  - for a funding opportunity other than an NHMRC postgraduate scholarship AND it is for more than AUD21,069 in 2020  
**and/or**
  - if the external funding application requires a letter of support
 please complete the [External Research Funding form](#) and email it with the external grant application to [hdrschol@mq.edu.au](mailto:hdrschol@mq.edu.au) **two weeks in advance of the funding opportunity's closing date.**

### 3. Letters of Support

The Office of Higher Degree Research Training and Partnerships will provide letters of support for HDR Candidates' external funding applications when such letters are required by an external funding body. However, to obtain such support, HDR Candidates need to complete the [External Research Funding form](#) two weeks in advance of the funding opportunity's closing date to provide evidence that:

- (a) their supervisor(s) and Department/Faculty HDR staff support the application;
- (b) the application will not affect the candidature of the student in a negative way;
- (c) any University contributions included are approved (and that the application itself does not commit the University to any unapproved resource allocation); and
- (d) that there are no [Intellectual Property \(IP\)](#) issues or conflicts between the University's position (as noted above in the Summary section) and the funding body's expectations or requirements for IP.

Requests for letters of support with less than two-weeks' notice will be processed as soon as practicable, but we cannot guarantee that a letter will be available in time for submission under these circumstances.

### 4. Post Award

If you have been notified that your grant application is successful, your supervisor should contact the Post Award team in Research Services ([research.postaward@mq.edu.au](mailto:research.postaward@mq.edu.au)). The Post Award team will determine if the successful grant is deemed to be eligible to report. If so, your supervisor will be required to complete a Pure application record on behalf of their Candidate, so that agreement and financial and reporting processes can take place. See [here](#) for details on how to create Pure application records. Non-reportable grants will not require a Pure record and can be managed at Department or Faculty level. Please contact your departmental or faculty finance team about that process.

### Related Plans/Resources/Documents

[Macquarie University Strategic Research Framework 2015-2024](#)  
[Macquarie University Research Training Program Scholarship \(MQRES\) Scheme 2018](#)  
[Cotutelle and Joint PhD Programs](#)  
[Conditions of Award](#)  
[Course Rules](#)  
[Intellectual Property Policy](#)

Contact Officer	Deputy Director, Partnerships and Scholarships
Date Approved	
Approval Authority	
Date of Commencement	
Amendment Dates	
Date for Next Review	
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