

## **Macquarie University Postgraduate Research Fund (PGRF) Supplementary Research Costs Application**

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### **APPLICATION FORM**

Before completing this form applicants must read the Macquarie University PGRF Funding Rules and note that non-compliance with the Funding Rules may lead to the application being deemed ineligible.

In particular, applicants should note the following:

- ▶ The PGRF is intended to enhance the postgraduate research experience and add value to the thesis – it is not to be used to meet basic research and infrastructure costs associated with the applicant's candidature.
- ▶ One of the main aims of the PGRF is to give applicants firsthand experience of the grant writing process. Applications will be assessed on the written application alone.
- ▶ The maximum value of the grant is \$5,000. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g. Departmental/Faculty funds.
- ▶ Applications must not be handwritten, must be submitted in not less than 12-point font type, and must not be double sided or stapled.
- ▶ A "Supervisor's Report Form" must be submitted independently of the application **by the closing date**. Applications for which no Supervisor's Report Form is received by the closing date will be ruled ineligible.
- ▶ Supplementary fieldwork, archival or resource visits are only appropriate where the applicant demonstrates additional research skills or materials will be acquired.
- ▶ Advice regarding account details and administration of the funds including reimbursements, payment of airfares, etc, is handled via the Departmental/Faculty Finance Offices.

# Macquarie University Postgraduate Research Fund (PGRF) Supplementary research costs application

<b>DVC-R commendation</b>	<b>(if Yes)</b>
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## 1. Applicant

Family name		Given name	
Student number		Email	
Home phone #		University phone #	
*Department			
*Faculty			
Research degree		Enrolment date	
		Load	F/T P/T
<b>* This address will be used for all official correspondence.</b>			

2. Amount requested \$

## 3. Thesis title

## 4. Thesis project summary

Provide an informative plain language summary of your research (100 words maximum). Identify the thesis project's main aims, its significance within the field, and the expected research outcomes.

## 5. Supervisors

<b>Principal Supervisor</b>			
Family name		Given name	Title
Staff number		Email	
Department			
Faculty			
<b>Supervisor 2</b>			
Family name		Given name	Title
Staff number		Email	
Department			
Faculty			

## 6. Stipend

Stipend source			
Amount	\$ <input style="width: 80px;" type="text"/>	Duration (mm/yy – mm/yy)	<input style="width: 95%; height: 15px;" type="text"/>

**7. Thesis progress** - In no more than half of one A4 page, provide a **brief summary** on the progress of your thesis research to date, including what has been accomplished, and what remains to be done to complete your thesis. Please attach Annual Reports.

**8. Outline of the research activity for which PGRF support is sought** - In no more than half of one A4 page provide a brief outline of the proposed research activity, clearly illustrating how its aims relate to your thesis project.

**9. Research plan and methods** – In no more than half of one A4 page, explain how you will carry out the proposed research activity and provide a timeline for its completion.

**10. Expected outcomes** - In no more than half of one A4 page, explain the expected outcomes of this research activity, and how they will enhance your thesis.



**14. Justification of the Budget** - Justify each budget item by clearly indicating why the amount requested is appropriate. Attach copies of quotes to the end of application form.  
**Confine your answer to half of one A4 page**

**15. Additional costs.** If the research costs exceed \$5,000, provide details of how you intend to meet the excess costs.

**16. Ethics**

Does your postgraduate research require human or animal ethical or biosafety approval?			Yes	No
If yes, indicate the type/s of approval required	Human	Animal	Biosafety	
If approval has been obtained, provide the reference number				

Should you have any questions relating to ethical issues, please contact:

Ethics Secretariat

Email: [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au)

Telephone: 9850 6848

**Funds will not be released** until the appropriate approval/s have been received and until evidence of such approval/s has been provided to the Faculty HDR Manager.

### 17. Applicant certification

*'I certify that the information I have provided in this application form is true and correct.'*

Name		<b>Signature</b>
Date		

### 18. Principal/other Supervisor's certification

*I certify that the applicant's proposed research activity is important and relevant to their thesis research. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department.*

Name		<b>Signature</b>
Date		
Name		<b>Signature</b>
Date		

### 19. Head of Department

*I certify that this application is in accordance with the PGRF Funding Rules, that all infrastructure costs will be borne by the Department/Faculty, and that any additional costs (above the Scheme maximum and defined as essential for the project) cited in the application, will be borne by the Department/Faculty. I also certify that where a student fails to provide a final report, should they be successful, that the Department will refund the value of the award.*

Name		<b>Signature</b>
Date		

### 20. Associate Dean HDR

*I certify that this application is in accordance with the PGRF Funding Rules, that all infrastructure costs will be borne by the Department/Faculty, and that any additional costs (above the PGRF maximum and defined as essential for the project) cited in the application, will be funded by the Department/Faculty.*

Name		<b>Signature</b>
Date		



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**Attachments** - attach the following documents as relevant:

- *Day-to-day itinerary*
- *Annual Report(s) (required for all applications)*
- *Copies of quotes for research costs in support of the budget justification (Section 14).  
For example, STA/Campus Travel quotes, equipment, sample analysis.*
- *Copies of invitations or correspondence confirming invitation to visit research facilities, laboratories, research groups etc.*