

Summary

Macquarie University is supportive of higher degree research (HDR) Candidates applying for relevant external grants, such as grants for travel, conference attendance, project costs, or scholarship top-ups. Nonetheless, the University expects that external research grants should not interfere with candidature at the University nor require extended periods of Offsite Research.

Pursuing applications for external funding for research is an important aspect of research training at Macquarie University. HDR Candidates are encouraged to apply for grants to support travel and related elements of their research activities. In general, it is expected these applications will not interfere with **their** candidature or the progress of their HDR studies. Candidates will remain enrolled in their HDR degree at Macquarie University and 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 as part of HERDC, and so must ensure the information on all research funds attracted by people at the University is recorded for the purposes of reporting. Macquarie Research Services determines which research-related funding meet the requirements for the HERDC submission. 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 then communicated to the successful grant recipient by the Office of Higher Degree Research Training and Partnerships or by Research Services.

Details

1. Applying for external funding

HDR Candidates should be aware of the conditions of their candidature, and their relevant [Scholarship Conditions of Award](#). Points to be especially aware of are: HDR Candidates' Intellectual Property (IP) is owned by the University; Candidates in receipt of scholarships from Macquarie University are not able to receive other scholarships specifically for stipends or tuition fees, however smaller, one-off, amounts for travel grants do not contradict the Conditions of Award; and the University will not, generally, co-fund any HDR student external grant application.

2. Letters of Support

The Higher Degree Research Office will provide letters of support for HDR Candidates' grant 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 deadline to provide evidence that:

- (a) their supervisor(s) and Faculty support the application;
- (b) the application will not affect the candidature of the student in a negative way;
- (c) that 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.

3. Process

Prior to preparing an application, HDR Candidates should:

- (a) Discuss the proposed scholarship scheme with their Supervisor and relevant HDR support staff within their Department or Faculty, considering the issues listed in 2a–2d, and obtain written confirmation as required in the Application for External Research Funding form.
- (b) Request required letters of support or institutional sign-off from OHDRTP by emailing the Application for

External Research Funding form, and the external grant application itself, to hdschol@mq.edu.au.

- (c) Organise for submission of the final application with their Department or Faculty HDR representatives, which can be undertaken after sign-off is provided on the External Research Funding form.
- (d) If the grant is successful and is deemed by Research Services to be eligible to report for HERDC, supervisors 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-HERDC-eligible grants will be managed at Department or Faculty level.

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	
Keywords	Higher degree research, conditions of award