

Conditions Governing the Award of

GRADUATE RESEARCH FUND (GRF) GRANTS 2017

ELIGIBILITY

The School of People, Environment & Planning Graduate Research Fund (GRF) grants are intended *as a contribution* to the support of research costs incurred in thesis/dissertation projects at Masters or PhD level. The applicant's thesis/dissertation project must therefore comprise of at least 60 academic credits. Application should be made by the student directly to the GRF Administrator (Mary Roberts) and will require the support of the student's Chief Supervisor. Enrolment for the project must be confirmed at the time of this application.

The following are the types of support that application can be made for:

- ❖ Research travel costs
- ❖ Small items of equipment
- ❖ Equipment hire
- ❖ Consumables
- ❖ Survey costs
- ❖ Conference attendance (for PhD students only)

Costs that are not normally funded:

- ❖ Transcription and data entry costs will only be funded in exceptional cases
- ❖ Supervision visits
- ❖ Language course enrolment fees
- ❖ Costs of thesis or report production and binding

Payment is by reimbursement with the exception of overseas flights which should be arranged in advance through the GRF Administrator. Massey has a preferred travel agent who will ensure your travel is compliant with our policies and procedures. Reimbursement is on the basis of original GST receipts being submitted. Students cannot be assured of reimbursement for costs incurred prior to obtaining approval. There is no petrol receipt reimbursement but a km rate can be paid. See below for administration instructions.

RESOURCE MINIMA

Consumables such as photocopying, printing, interloans and internet access, are supported under an automatic annual Resource Minima Grant of \$55 for Master's students completing a 60 credit thesis, \$70 for Master's students completing a 90 credit thesis, \$110 for Masters' students completing a 120 credit thesis, and \$150 for PhD students not using a staff usercode. This is claimable by providing original GST receipts to the GRF Administrator Mary Roberts.

GRANTS AVAILABLE

Masters students may apply once only for fulltime Masters' students and twice for part-time Masters' students, for grants not exceeding \$1000 in total for a 120 credit thesis, \$750 for a 90 credit thesis and \$500 for a 60 credit thesis. PhD students may receive up to \$3000 in total over the period of their PhD study.

In cases where a student's research justifies additional funding (e.g. overseas fieldwork of an extended duration) and where a student cannot access other funding sources (e.g. is not eligible for MFAT field research grants), they may apply for an additional amount from GRF of up to \$1000. NB such applications will only be considered when there are sufficient GRF funds available.

CRITERIA

Applications will be evaluated by the programme postgraduate coordinator in discussion with the GRF administrator mainly in terms of

- a) the strength of argument about expenditure for the research project
- b) the strength of justification for the budget and evidence provided
- c) the importance of the funding to the project and its timing

Consideration will be given to the Chief Supervisor's comments on these and other points. In the interests of equity, success or failure in other funding applications will not be taken into consideration. Funds are contestable and applications may be partly or fully funded, or declined.

APPLICATION PROCESS

Application should be sent to the GRF Administrator. Students must also arrange for a separate statement from their Chief Supervisor to be submitted as part of their application. This year there will be three closing dates for receipt of applications and supervisor's statements, **7th April, 23rd June, and 22nd Sept 2017.**

Applications should be addressed to:

GRF Administrator Mary Roberts, School of People, Environment & Planning, Massey University, Private Bag 11-222, Palmerston North, or email to: m.j.roberts@massey.ac.nz

Students and their Chief Supervisor will be emailed two weeks after the deadline with a decision on the application.

ADMINISTRATION

Funds will be managed and reimbursements made by the GRF Administrator. Payments will be made into your bank account. A pre-printed bank deposit form, internet bank screen shot or bank statement stating the banks name, your name and your bank account details must accompany claims. A GRF claim form will accompany notification advice. For travel claims please list dates and kms travelled for each trip. Ideally all claims will be submitted by 12th December 2017 or if research is being conducted over the summer period no later than 28 Feb 2018. Reimbursement will only be made on the basis of original GST receipts being submitted. No cash grants will be made. All claims will adhere to University policy and procedures.

DETAILED INSTRUCTIONS

(1 - 3) **Details:** Complete the required information for the student/project. Indicate total credit value, paper number. If you are a part time student, indicate the project's credits of each year of study and add up total credits. Provide a brief but informative project/thesis title. Provide supervisor details. You will need your chief's supervisor approval, so inform your supervisor early of your application intentions.

(4) **Description of thesis project:** Describe the project in terms of its objectives, research methodology and the propositions or hypotheses being explored or the scope and dimensions of any project of descriptive ethnography. The description of the project should be sufficiently detailed to allow the programme coordinator to evaluate the quality of the research.

(5) **Ethics approval:** Note that grants are subject to the research project's approval by the relevant peer-review process, university and external ethics committee/s. It is important that you commence any application for ethical approval early. It is not uncommon for applications to need revision. Funds will only be granted when there is evidence of full ethics approval.

(6) **Previous funding support:** List any previous GRF grants from Massey University that have supported this project.

(7) **Project budget:** Summarise the expected costs and proposed sources of all funding. Insert descriptors for 'items' 1-5 as appropriate to the project. These items must be in priority order (1=highest priority) in the event that only partial funding is available. Indicate for non-GRF sources whether funding has been requested or approved.

(8) **Justification of budget:** Explain here your request for the items listed under (7), in terms of both how estimated costs were derived and why these items are needed. The following notes are provided to assist with justifications.

Travel: Applications for travel will be considered where it is necessary to visit research sites, libraries and other repositories of information, or where it is necessary to interview people in the course of the research. Provide a detailed travel budget, including budget fares, frequency and duration of travel, expected kms per trip and subsistence rates. No petrol receipts will be reimbursed but we will pay a reimbursement for petrol per km as per the university travel claim rates.

Consumables: Printing, interloans and smaller consumable costs can be covered by your Resource Minima Grant. Funds will be made available for the purchase of consumable items, including small items of equipment. Casual/temporary assistance will not normally be funded; except for survey costs and small donations for fieldwork assistance (receipts will be required). It is expected that students will normally undertake a significant portion of the survey and data entry work. Some costs for surveys, data entry and transcribing will in exceptional cases, be funded.

(9) **Supervisor's comment:** A brief and confidential comment provided by the Chief Supervisor of the thesis project is required. This should note on the overall viability and importance of the project, the appropriateness of the specific requests and amounts requested, the timing of the grant application in relation to the project's progress, and if possible, alternative arrangements for providing/funding items requested. It is preferable if supervisors can assist, through their reports, in the prioritising of funding.