

MASSEY UNIVERSITY INSTITUTE OF EDUCATION GRADUATE RESEARCH FUND (GRF)

GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

WHAT IS THE GRF?

The Massey University Institute of Education Graduate Research Fund (GRF) is set up to provide financial support to postgraduate student research and support students' with the development of important researcher skills related to funding applications, budgeting, communication and presentation.

WHO CAN APPLY?

The GRF provides support for the research activities of postgraduate students (including academic staff who are studying) enrolled in full or part time study in the Institute of Education who have made reasonable progress on their study activities (e.g., completed literature review, identified study design, submitted ethics application).

HOW MUCH FUNDING IS AVAILABLE?

This funding is a competitive fund and awarded on the merit of each application. Funding is not guaranteed for any individual student.

The maximum grant available for an individual under the Fund is:

- a) Masterate: \$225 for 45 credit inquiry or \$300 for 60 credit inquiry;
 \$450 for 90 credit thesis
 \$600 for 120 credit thesis

- b) Doctorate: \$2400 for 240 credit thesis
 \$3600 for 360 credit thesis (a maximum of \$1800 can be applied for per year)

Students are eligible to receive up to the maximum grant available for their level of study across the duration of their study (e.g., a doctoral candidate is eligible for a total of \$3600 over 4/6 years of doctoral study). Students should work with their supervisors to consider their budgets carefully and only request funding that is appropriate to support their research.

WHAT IS THE PROCESS FOR APPLYING?

There are two funding rounds each year with applications closing on **30 April and 31 August**. Students should work with their supervisors to complete the application form, and are encouraged to submit their applications to their supervisors for comments and feedback no later than one week in advance of the deadline.

Application forms are available from the MUIE, Sue Richards (S.V.Richards@massey.ac.nz).

The GRF committee is chaired by Associate Professor Helen Southwood, Dr Tara McLaughlin, Dr Jude MacArthur and Mrs Sue Richards. The committee's role is to approve, provisionally approve or decline funding applications. Decisions are made based upon the quality of the application. Specifically, the applicant needs to clearly explain the research objectives, methodology, and budget. All applicants will

receive constructive feedback about the quality of their applications, regardless of level of approval. The GRF Committee's decision is final. No appeals will be considered.

Funds awarded must be claimed within the same calendar year (i.e. applied for in any one year, must be claimed for in that same year).

WHAT DOES THE FUND SUPPORT?

The fund is designed to support the research activities of postgraduate students. These include:

- **Travel:** Applications for domestic, in-country or international travel will be considered where it is necessary to visit research sites, libraries and other repositories of information. Travel for research participants is also an acceptable cost.
- **Transcription and data analysis costs**
- **Library searches and interloans**
- **Consumables** include items such as paper, printing and stamps.
- **Koha:** A contribution, food and or gift in appreciation of time, may be funded if they are culturally responsive for a group of research participants within Māori and other culturally appropriate contexts. If funding for koha is requested, applicants need to justify these expenses within cultural protocols and frameworks (e.g., tikanga Māori and kaupapa Māori research). If researchers wish to provide koha as a means of thanks the researcher needs to personally fund these. Applicants should note that any incentives provided to participants for research need to be discussed with supervisors and considered against the principles of the Massey University Human *Ethics Committee*.

The Fund does NOT support the following:

- Purchase of research equipment
- Cost of thesis production and binding
- Printing of articles and chapters
- Travel to the University for supervision purposes
- Conference attendance
- Koha (i.e., contribution, gifts) as personal preference

Resources available from the Institute of Education:

Contact Person: Sue Richards S.V.Richards@massey.ac.nz

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|---|------------------------------------|
| • Digital voice recorders | • Endnote |
| • Survey Monkey | • SPSS and other analysis software |
| • NVivo Licence (approx \$200.00 per annum) | • Contacts for transcribers |

WHAT IS THE COMMITTEE LOOKING FOR IN SUCCESSFUL APPLICATIONS?

The committee is seeking quality applications that clearly communicate the project and funding needs of the applicant.

- Describe the project comprehensively, yet concisely. Include a project title that is the same as the thesis or inquiry.
- Describe the project, its objectives, and its research methodology. The description should be sufficiently detailed to provide background information for the Committee. Also explain how GRF support would contribute to the project. Help us to understand what research is being conducted and why it is important. Please provide enough detail about the data and participants

so as to explain and align the budget.

- Summarise the budget request for the current year only. List requests in order of descending priority. Applicants should demonstrate clearly the calculation of costs: for example, the number of items to be purchased and their unit cost should be shown (“\$100 consumables” is not considered adequate.).

Mileage – Short Local Trips under 100kms per day will be reimbursed at 77/km.

Mileage – Long trips over 100kms travelled per day will be reimbursed at \$60/day plus \$13.17 per 100 km

Trip for 100K = (\$60/day) + (100 x \$13.17/100 = \$13.17) = Total \$73.17

Trip for 150K = (\$60/day) + (150 x \$13.17/100 = \$19.76) = Total \$79.76

Please ensure that you keep a travel log noting date, destination, kms and reason for travel.

Transcription costs will be reimbursed at *the maximum rate of \$30.00 per hour* and the time should be based on 3 hours of transcription time per 1 hour of tape.

Example: 4 interview hours is 12 transcription hours@ \$30 per hour = \$360.00

Library searches and interloans are normally made to a maximum of \$100 (itemise or provide information about the materials and why they are required).

Consumables Actual and reasonable requests will be considered. Provide complete information e.g. the number of pages, copies or stamps.

- Provide a justification for all budget items. The justification should connect to *why* this expense is an essential or important part of the research. Relate how the budget reflects the research objectives and methodology, as well as why these expenses should be supported.
- List any other funding sources applied to and/or funding received. Scholarship students should provide details of what research costs are funded by the scholarship. This includes any GRF support received in the past. State the year, the amount funded and the purpose of the funding.
- Proofread the application carefully and ensure all questions are answered completely. Attach requested documents to the application.

The final step is for the supervisor/advisor to provide a comment attesting to their involvement and the accuracy of the application, as well as a statement indicating their support for the application, the progression of the student to date, and the importance of the funding for the student’s successful completion.

SUBMIT SIGNED AND COMPLETED APPLICATIONS TO:

Secretary, Graduate Research Fund Committee, Sue Richards (S.V.Richards@massey.ac.nz).

WHAT HAPPENS UPON SUBMISSION OF APPLICATIONS

1. **GRF Application form received then presented to committee** to seek approval, provisional approval or decline of funding.
 - If you are sending invoices/receipts as your supporting documents please ensure that you keep the originals to submit with your Claim Form if funding is approved.
2. **Applicant advised outcome** of their application.
3. **Successful applicants are sent a one page Claim Form** to complete and return. **To allow prompt payment** please carefully follow the instructions outlined on the Claims Form. **Currency conversion calculator** (<http://www.oanda.com/currency/converter/>) allows you to convert costs on the day of the transactions took place.
4. **Once your Claim Form has been received, checked and approved** it will be submitted to the payments office.