FACULTY OF BUSINESS

Higher Degree Research Student Research Funding Guidelines

<table>
<thead>
<tr>
<th>Guideline No</th>
<th>FOB-RES-GUID-004</th>
<th>Date Approved</th>
<th>20 April 2015</th>
<th>Date of Next Review: July 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by:</td>
<td>Faculty Executive Committee – Resolution Number: 2015/30</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Responsible for Monitoring Procedure</td>
<td>Associate Dean (Research)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Responsible School/ Unit:</td>
<td>Faculty Research Unit</td>
<td></td>
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</tr>
<tr>
<td>Relevant AACSB Standard/s</td>
<td>Standards 2, 4 and 15</td>
<td></td>
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<tr>
<td>Audience:</td>
<td>Faculty Higher Degree Research (HDR) students and Supervisors</td>
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</table>

1 Introduction

The Faculty of Business aims to foster an active and productive research environment by providing financial support for the research activities of its Higher Degree Research (HDR) students. This document is outlines the research funding the Faculty of Business will make available to support a variety of research related activities. This document also contains the Faculty’s funding guidelines and the application process to be followed in order to access financial support.

2 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tbody>
<tr>
<td>AD(R)</td>
<td>Associate Dean Research</td>
</tr>
<tr>
<td>DBA</td>
<td>Doctor of Business Administration</td>
</tr>
<tr>
<td>HOS</td>
<td>Head of School</td>
</tr>
<tr>
<td>HPS</td>
<td>Head of Postgraduate Studies</td>
</tr>
<tr>
<td>MPhil</td>
<td>Master of Philosophy</td>
</tr>
<tr>
<td>PhD</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>PhD(I)</td>
<td>Doctor of Philosophy (Integrated)</td>
</tr>
<tr>
<td>RPR</td>
<td>Research Proposal Review</td>
</tr>
<tr>
<td>AD(R)</td>
<td>Associate Dean Research</td>
</tr>
</tbody>
</table>

3 Application Guidelines

Faculty of Business HDR Students are eligible to apply for funding to help support research activities related to their studies following the successful completion of their RPR and prior to Completion. Applications prior to the successful completion of their RPR will not be accepted. During the course of their candidature PhD, DBA and PhD(I) students can apply for up to $3000 and MPhil / MRes students can apply for up to $1500.
The Faculty normally supports the following types of research activities:

1. **Regional Conferences** - Students are encouraged to present their preliminary work and develop professional networks at their disciplines’ premier conference in the Australia-New Zealand region. The Faculty will support travel costs, conference fees and accommodation costs.

2. **Regional data collection** – Students will be supported if they need to travel within Australia to collect data for their research. The Faculty will support travel and accommodation costs.

3. **Other research related activities** – The Faculty may provide support for activities such as visiting expert scholars, attending specialised research training courses or editing their final thesis.

As funds are limited, requests to travel abroad to conferences or to collect data will only be supported under exceptional circumstances. The Faculty may also support students travelling to meet with leading scholars in their discipline or to attend specific courses that are relevant to their studies. In all cases, a well-presented case that is supported by the student’s supervisors needs to be made in writing to the HDR Coordinator.

Students and supervisors should carefully plan the utilisation of the available funding. These plans should be presented during the student’s RPR and reinforced in their APR.

The Faculty of Business strictly prohibits the use of HDR funds allocated under these Guidelines to be used for internal Faculty of Business, including AHSRI, activities. Internal transfers of funds will not be approved or actioned by the Faculty.

4 **Application Process**

To access funds, HDR students need to submit a written application to the HDR Coordinator at least six weeks prior to the activity that funding is being sought for. Supporting documentation should accompany all applications to allow a thorough assessment to be completed. Additional documentation may be requested where required. Applications will not be processed without the appropriate supporting documentation. Applicants will be notified of the outcome of their application within two weeks of lodging their application.

Note: students should not incur any expenses (e.g. book flights or accommodation) prior to their application being approved.

4.1 **Required Documentation**

Applications should be accompanied by the appropriate supporting documentation to allow a full assessment to be completed. This should also include a brief supporting statement from the student’s principal supervisor.

**Regional Conferences**

Conference applications should be accompanied by flight/travel and accommodation quotes from Campus Travel (uow@campustravel.com.au). Applicants should also provide evidence that their paper has been accepted for the conference.

**Regional data collection**

Fieldwork applications should be accompanied by travel and accommodation quotes from Campus Travel (uow@campustravel.com.au). Students should also provide a detailed budget that includes approximate costs for incidental items (e.g. photocopying). In cases where an ethics clearance is required, students will need to provide a letter from the Human Research Ethics Committee (HREC) advising that ethic approval has been granted.

**Other research related activities**

Students applying for funding for other activities that support their research (e.g. visiting an expert scholar in their discipline or attending a specialised research training course) should provide a statement that details how the activity supports their research. They should also provide a supporting statement from their supervisors and quotes for any expenses that may be incurred as part of the activity.
4.2 Application Assessment
All applications will be assessed by the relevant Head of Postgraduate Studies and the final approval will be determined by Associate Dean (Research).

5 Roles & Responsibilities

5.1 Associate Dean (Research)
- Responsible for all HDR degrees and has oversight over all HDR students
- Has oversight and responsibility for the Guideline

5.2 HDR Coordinator
- Provides administrative support to the HDR Student Funding Guidelines

5.3 HDR Student
- Submits a complete application
- Provides all relevant supporting documentation

5.4 Head of Postgraduate Studies
- Reviews complete applications
- Provides timely outcomes to applications
- Maintains compliance in the allocation of funds to this Guideline

6 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>24/10/2014</td>
<td>Prof Karl Kautz, AD(R)</td>
<td>Faculty Research Committee, resolution number 2014/10</td>
<td>Minor changes to Guidelines to reflect changes to HOS as approver of HDR Student applications.</td>
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<tr>
<td>2</td>
<td>20/04/2015</td>
<td>Prof Karl Kautz, AD(R)</td>
<td>Faculty Executive Committee – Resolution Number 2015/30</td>
<td>Minor changes to Guideline to reflect changes to HPS as assessor of HDR student applications and inclusion of Faculty Policy on internal activities.</td>
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<td>3</td>
<td>February 2017</td>
<td>Prof Leona Tam, Associate Dean (Research) and Lisa Simmons, Research Manager</td>
<td>DRAFT</td>
<td>Minor changes to Guideline to reflect changes to HOS as approver of HDR Student applications.</td>
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<td>4</td>
<td>July 2018</td>
<td>A/Prof Melanie Randle</td>
<td>Faculty Research Committee, resolution number TBA</td>
<td>Comprehensive review and amendment of document to ensure alignment with current process.</td>
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</table>
FACULTY OF BUSINESS

HDR Student Research Support Application Form

SECTION 1: APPLICANT DETAILS

<table>
<thead>
<tr>
<th>Student Full Name</th>
<th>Student Number</th>
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<th>School</th>
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<table>
<thead>
<tr>
<th>Course</th>
<th>PHD / PHD(I) / DBA / MPhil / OTHER</th>
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<tr>
<td>Please circle</td>
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<table>
<thead>
<tr>
<th>Principal Supervisor</th>
<th>Co-Supervisor</th>
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<table>
<thead>
<tr>
<th>Date of Successful RPR</th>
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<tbody>
<tr>
<td>HDR Funds Available</td>
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<tr>
<td>Attach evidence from</td>
</tr>
<tr>
<td>Faculty Finance Unit</td>
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<table>
<thead>
<tr>
<th>Funding Sought For</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Travel, Data Collection OR Other Activity (including Editing)</td>
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SECTION 2: DETAILS OF APPLICATION

TRAVEL DETAILS

<table>
<thead>
<tr>
<th>Dates of Travel</th>
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<table>
<thead>
<tr>
<th>Purpose of Travel</th>
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<tr>
<th>Location of Travel</th>
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<table>
<thead>
<tr>
<th>Name of Conference</th>
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<tr>
<th>Name of Organising Body</th>
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<table>
<thead>
<tr>
<th>Venue</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Title of Paper</th>
<th>Abstract and acceptance is to be attached</th>
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<table>
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<tr>
<th>Nature of other involvement in conference if applicable</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>
DATA COLLECTION DETAILS

| Types of data being collected (primary/secondary) |   |
| Data Collection Location |   |

OTHER ACTIVITY (including Editing)

| Type of Activity |   |
| Further Details as Applicable |   |

SECTION 3: PROPOSED EXPENDITURE
Please provide proposed itemised expenditure for consideration. Supporting documentation for each item listed is to be included.

| Travel – Flights | $  |
| Travel - Transfers | $  |
| Accommodation | $  |
| Registration Fees | $  |
| Editing Fees | $  |
| Other (specify) | $  |

Total amount requested $  

SECTION 4: ACKNOWLEDGEMENT BY APPLICANT
I confirm that the expenses requested are in line with the Faculty HDR Student Research Funding Guidelines.

Student Signature Date

SECTION 6: APPROVALS

Supervisor Signature Date

<table>
<thead>
<tr>
<th>Role and Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Postgraduate Studies Recommendation Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Dean Research Name:</td>
<td></td>
<td></td>
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