INTRODUCTION

The Research Student Support Fund in RMIT Business is designed to assist PhD, Professional Doctorate and Masters by Research candidates in the completion of their degrees. Applications to the funds are highly competitive. Designated funds will be available for spending in 2007.

INTENDED KINDS OF SUPPORT

The support fund may be used to support the costs of:

* data collection
* field work
* transcription
* relevant analysis software
* computer databases
* training in use of relevant software
* conference attendance (where a paper is being presented) (Note that the paper must not have been previously presented at another conference.) (Note that posters are not normally considered appropriate.)

and other purposes deemed appropriate by the committee assessing applications for support.

Note that where funding is sought for conference attendance, this may include the following:
* travel
* accommodation for the appropriate time
* registration.
Note that such funding does not include meals nor other associated costs.
Note that there is a limit of one conference per year under this fund.

SELECTION PROCESS

The criteria upon which applicants will be assessed include:
• The state of progress to date in the applicant’s research degree (Note that the applicants must have candidature approval.)
• The extent to which the funding will enhance the applicant’s progress towards completion
• The extent to which the outcomes meet DEST requirements (particularly relevant for publication, conference proceedings)
• The extent to which the application relates to the research program of the applicant.
• Where a second application in a given year is submitted, the outcomes from the previous application must be made explicit.

No ranking of proposals by Schools is necessary. However, support letters are required from the supervisors and the Head of School. The support letter from the Head of School should state any funding that is being provided by the School.

Note that incomplete applications will not be accepted. No application will be considered without prior documented approval from the appropriate School and the respective supervisors.

The final selection of funding recipients will be undertaken by a selection committee chaired by the Associate Dean (Research).

THE 50/50 PRINCIPLE

The fund normally works on a 50/50 principle.

Where the School can provide financial support (up to 50%), the Research Development Unit may well provide the remaining 50%.

Where the School provides in principle support, but no financial support, the Research Development Unit may well provide 50%. The remaining 50% needs to be provided by the research student.

ELIGIBILITY

Applicants must be currently enrolled in a PhD or Masters by Research in RMIT Business.

HOW TO APPLY

Applications can be lodged continuously throughout the year and must be hand delivered to Ms Kalpana Lalji, Research Development Unit, building 112 level 3, room 8 and should be addressed to the Chair of the Student Support Fund Committee, Professor John Dalrymple.

Note that retrospective approval will not be granted.

Applications to travel need to be received at least one month prior to travel in order to comply with RMIT travel policy and procedures. Candidates will only receive funding to travel if they obtain relevant travel insurance. Any costs incurred in changing travel arrangements are the responsibility of the student.
CONTENT AND FORMAT OF APPLICATION

1. Title Page
   The application is to have a typed title page that is to include:
   - The name of the applicant
   - Thesis title
   - Commencement data of research degree
   - Expected submission date

2. Application
   The main body of the application is not to exceed five (5) pages in length and is to be typed. It should contain the following headings:
   - Full details of applicant, including School and contact details
   - Thesis title
   - Commencement date of research degree
   - Expected submission date
   - Outline of progress to date, including details of attainment of significant milestones
   - Research plan and schedule from now to expected submission date
   - Proposed use of funds and statement of how this will enhance progress towards completion
   - Budget and budget justification
   - For conferences attach a letter or email indicating formal acceptance of the paper to be presented.

3. Additional Requirements
   The following additional items are required:
   - A statement of support from the supervisors
   - A statement of support from the Head of School
REIMBURSEMENT

Where has received notification that the application was successful, the process of gaining appropriate reimbursement is as follows:

1a) Original receipts of monies paid should be hand delivered to Ms Kalpana Lalji.

OR

1b) Where monies have not yet been paid, original invoices should be hand delivered to Ms Kalpana Lalji. This process is only suitable where it has been agreed prior that the total amount denoted on the invoice is to be paid by the RDU.

2. Payment shall be made by RMIT via mail once all of the administrative processes have taken place.