# Research Support Details

The Higher Degree Research (HDR) Team in UNSW Built Environment offers research support of up to $3000 for PhD students currently enrolled in the Faculty. The goal is to facilitate successful and on-time completion of PhD students in their study.

Applications are open in the months of February and July, while the outcomes will be released in March and August respectively. The support fund will be provided as a reimbursement and fund awarded must be used by November each year.

# Guidelines for the Use of Research Support Funds

The following is an indicative list of the types of purchases that would normally be approved. The list is not exhaustive and may be revised over time. Irrespective of an item’s inclusion or status on the list, all purchases must meet the following guiding principles:

* They must comply with UNSW purchasing policies, guidelines and procedures.
* In the event of an external or internal audit the researcher must be able to demonstrate that any purchase directly contributed to, or enhanced, the individual’s or research group’s research program.
* If there is any doubt the purchaser should seek approval from the Director of Postgraduate Research or the Postgraduate Research Coordinator before making the purchase.

The following is the list of approved purchases:

* Computer software and accessories critical for the research and cannot be provided by BECU or UNSW IT.
* Acquisition of statistical or other data critical for the research from reliable and established public or private providers, including hiring providers to collect specific data.
* Equipment, such as lab instruments, cameras and accessories. This must be specifically project-related. In many instances, BECU are able to provide certain equipment and cameras for such purposes. All equipment remains the property of UNSW.
* Materials critical for the research.
* Travel critical for the research, such as for data collection and meetings with research stakeholders.
* Publishing support, such as hiring an editor or publishing fees. For publishing fees, the journal must be in the top 25% journals as specified in the SCImago Journal Rank (SJR). Scopus-indexed journals will be considered if the journals are highly regarded in the field.
* Publications critical for the research, only if the publications cannot be purchased by UNSW Library.
* Training and workshops critical for the research.
* Expenses for participating in a domestic conference will be approved only if:
  + The conference is highly regarded in the field or indexed by Scopus; and
  + The applicant will publish a paper in a proceeding or in a journal related to the conference

The following is the list of non-approved purchases:

* Catering/meals/refreshments.
* Conference travel. UNSW offers conference funding under the PRSS Scheme. More information is available here: <https://research.unsw.edu.au/scholarships-and-financial-support>.
* Gifts.
* Marketing or advertising.
* Staff costs for hiring a research assistant.

# Eligibility

* PhD students enrolled in UNSW Built Environment, are not currently on leave and on track for on time completion.
* Has completed the confirmation review with a satisfactory outcome.

# Application Form

## Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | | |
| Student ID |  | | |
| EFTSL |  | | |
| Program study (tick one) | PhD | |  |
| Practice-based PhD | |  |
| Research topic or title |  | | |
| Supervisory team | Primary supervisor |  | |
| Joint supervisor |  | |
| Secondary supervisor |  | |

## Project Description

In no more than one A4 page, attached to this application, provide a full project description that includes the following:

* Aims of the request
* Project summary with a focus on explaining the significance of the purchase for your research which leads to successful on-time completion
* Justification of estimated expenses as listed in Section D
* Timetable to completion

## Primary Supervisor Support

|  |
| --- |
| I have discussed this request with the applicant and I support it  Name:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |

## Estimated Expenses

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total cost |  |

## Submission

This application form and the one-page project description document must be emailed to the Director of Postgraduate Research, Dr Riza Yosia Sunindijo, at [r.sunindijo@unsw.edu.au](mailto:r.sunindijo@unsw.edu.au). Your supervisors must be copied in your email.

A committee will assess and rank all the applications. The decision to award or not to award the research support request is final.