

School of Earth & Environment
APPLICATION FOR RESEARCH SUPPORT GRANT
(Master's Thesis/Dissertation)

Guidelines

- Students who are enrolled in a 120-points Master's (MSc and MA) thesis course in one of the SEE programmes can apply for up to \$1500 to support their research.
- Students who are enrolled on the 90-points MAST dissertation course can apply for up to \$1125 to support their research.
- Research expenses include travel, minor equipment, attendance of conferences associated with the student's thesis/dissertation project.
- Conference funding is intended to support dissemination of research results. Students must present a talk or poster at the conference they are seeking funding for attending.
- **Students on staff-funded research projects are expected to have their research funded through the supervisors' research grant.**
- **Applications that are eligible for Mason Trust Funding must apply to the Mason Trust Fund.**
- **Students with $\geq 51\%$ of their supervisory contribution from members of SEE are eligible to full funding. Students with $\leq 50\%$ are entitled to a proportion of the funding based on the percentage of SEE supervision.**
- Students are encouraged to secure additional funding when possible from external sources (e.g. society student grants).
- Funding should be applied for in advance using the application form and cannot be backdated.
- Applicants must provide specific details about costings in their application rather than round figures and fully justify all items of expenditure.
- Applicants must discuss their applications with their senior supervisor, who must support the application. Both applicant and senior supervisor must sign the application form before submission.
- **Submit the completed form to the Master's Thesis Coordinator.**
- Please note that when a grant has been awarded, funds are distributed as reimbursements only for approved expenditure. This means that GST receipts must be provided before a reimbursement can be authorized. Lump sums and payments in advance cannot be provided.
- Claims for expenditure should be submitted to Rebekah Hunt together with GST receipts. No individual claim should normally be for a sum $< \$150$. Students are therefore advised to collect receipts for a number of low cost items and to submit a claim once the \$150 threshold is reached. Invoices for individual expensive items may be submitted for payment.