

**School of Earth & Environment**  
**APPLICATION FOR RESEARCH SUPPORT GRANT**  
**(PhD)**

## **Guidelines**

- PhD students who are enrolled in one of the SEE programmes are able to apply for up to \$8000 over the lifetime of the project with a maximum of \$3000 in any one year to support particular research expenses associated with their project (travel, minor equipment, attendance of conferences).
- 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. It is anticipated that requests for financial support for international conferences will be toward the end of a student's research.
- **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 PhD 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.