

## MASON TRUST FUND GUIDELINES FOR APPLICANTS

1. Mason Trust funding will only be considered for those students whose research proposals have been approved by the School of Earth and Environment Postgraduate Studies Committee. Students seeking Mason Trust funding support must be undertaking geological sciences research and must have a senior supervisor from the School. Application deadlines are **28 February**, **30 June** and **15 October** each year. The Management Committee will meet to assess the applications shortly afterwards.
2. Applicants should note that Mason Trust Funds can only **provide partial support** for any research project. Applicants must provide specific details about costings rather than round figures and include justification for kilometres requested. All other items of expenditure should also be properly justified and you must include quotes for expected costs (ie. flights, accommodation, car rental etc.). Applicants must discuss their applications with their senior supervisor, who must provide an appropriately supportive statement. Both applicant and supervisor must sign the application before submission.
3. Following the award of Mason Trust funds, any subsequent support for students from external funds should be declared to the Trust Management Committee.
4. Applications should normally be made only for expenses expected to be incurred in the following 6-9 months. A fresh application should be made for funds required for any subsequent period, and must include details of the previous expenditure. Retrospective funding will not normally be granted.
5. For each application, the maximum sums that will be normally considered are \$1000 for BSc Hons, \$1,500 for MSc and \$3,000 for PhD students. Limited funding of up to \$450 may be awarded to 180 point MSc dissertation students (eg. PMEG and MDRR) with academic staff in the School as senior supervisors - these awards will be based on merit, where industry support is not available; only one application per project will be considered for funding.
6. Claims for expenditure should be submitted to Mason Trust Administrator 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 by the Mason Trust. 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. (These arrangements reflect legal requirements placed on Trustees of the Fund).
7. Travel in one's own vehicle will normally be funded at the rate of 30c/km or a UC car at the rate of 55c/km. A daily travel log and other running costs must be submitted in support of your claim. If it is necessary to use the School 4WD, which must be fully justified, the rate will be 79c/km. Where a rental vehicle is the most economical option the cost of the rental and fuel would normally be funded at cost on the production of the GST receipts. Note that University insurance cover for rental vehicles will only apply to bookings made through the University travel provider. Details of use of UC vehicles should be forwarded to Rebekah Hunt with date of travel and vehicle registration information.
8. Field accommodation costs should be kept to a minimum and the quote for the nightly rate must be included in your application.
9. Employment of a field assistant requires a contract to be signed and approved before leaving for the field area. Note that holiday pay will be added to this payment at 8%.
10. Food is regarded as a normal, everyday expense and will not be funded unless a special supplement for expensive items can be justified (eg. purchase of dehydrated food necessary for Alpine or Antarctic environments).
11. Cost of standard services (thin sections, analytical and general laboratory costs) done at the University of Canterbury are **not** covered by Mason Trust. The School, through your supervisor, will arrange reasonable laboratory provision. If analytical work cannot be undertaken at the University of Canterbury, you can apply for the costs of measurements performed elsewhere. Please include confirmation from the laboratory where the measurements are to be conducted that they are happy to do the measurements, and the rates they will charge, with your application.
12. Mason Trust will consider applications for contributions to external charges incurred for facilities and non-standard facility charges within University of Canterbury on a case by case basis.
13. Special expenditure on airfares, helicopter support, conference fees or overseas research related expenditure will require strong justification by the supervisor. For BSc (Hons) and MSc, only conferences in Australasia will be considered except in special circumstances. For PhD students a contribution towards only one international conference during the PhD study will be considered. Students requesting support for conference attendance must be presenting their research results at the conference. Requests for conference support will be prioritized for students nearing the completion of their thesis research projects.
14. Non-standard thesis/report preparation expenses, such as special quality paper or large map printing, will be considered to a maximum of \$200 for PhD students, \$100 for MSc students and \$50 for BSc Honours students. These costs, once approved, can be charged directly to your Mason a/c. (See Rebekah Hunt). The Mason Trust Fund is not able to support research publication charges.
15. Unspent monies may be carried forward from one period to the next for the duration of the thesis or project. Students should note that the Mason Trust award accounts will be opened in the following categories for the following durations, after which accounts will be closed:

PMEG/MDRR	-	from date of award to following 1 <sup>st</sup> April
BSc Hons	-	from date of award to following 1 <sup>st</sup> November
MSc	-	from date of first award for 18 months
PhD	-	from date of first award for 4 years