

## What is this document for?

Complete this form to establish a Higher Degree Research scholarship opportunity. By completing this form the opportunity can be administered by the GRS and advertised on JCU centralised Scholarships database. This enables JCU to store all HDR scholarship and award opportunities in one place.

This document will help you hone a HDR award opportunity by outlining the selection process and identifying ways to advertise the opportunity.

The GRS website also has information on how to establish a scholarship with an industry partner.

## Who is this document for:

For anyone who wishes to advertise a scholarship for HDR candidates.

## What is a non-RTP scholarship or award?

RTP scholarships provide a living stipend to HDR candidates in order to complete their research projects. Non-RTP awards are funded by individuals or companies. These awards can be given on-top of an RTP stipend or instead of an RTP stipend. Types of non-RTP awards are:

- Enabling Grants for research expenses (min \$5,000);
- Full living stipend Scholarship (min \$28,597 per annum tax free (2021 rate) for 3.5 years);
- Top-up Scholarship paid directly to a student holding an RTP Stipend to assist with additional living expenses (min \$5,000);
- Project expenses (paid directly to student) to support costs associated with the research

## Externally funded scholarships

Each year a number of funding opportunities are made available to research students by organisations outside of JCU. These are not administered by JCU but externally by the various funding agencies.

Students can find some of these opportunities listed on the [website](#) under 'external' opportunities. Students need to review the funding agency websites for scholarship details and will need to apply directly to the various funding agencies.

### **Administration of Non-RTP awards**

By submitting this form you agree that the award listed below will be administered by the Graduate Research School (GRS), on behalf of the Selection Committee. Any funds received by JCU will be held in an account in the name of the University and will be administered by the Graduate Research School in line with this establishment form and any funding agreement.

**Send completed forms to [GRS.staff@jcu.edu.au](mailto:GRS.staff@jcu.edu.au) for processing.**

**More information: Contact [GRS.staff@jcu.edu.au](mailto:GRS.staff@jcu.edu.au) to discuss your non-RTP HDR student awards**

**NOTE: For any non-HDR related student awards please contact [scholarships@jcu.edu.au](mailto:scholarships@jcu.edu.au).**

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<b>Scholarship Name</b>	
<b>Key contact for this scholarship</b>  Name/Position  Email/Phone	
<b>Scholarship type:</b>	<input type="checkbox"/> Full living stipend Scholarship (min \$28,597 per annum tax free (2021 rate) 3.5 years); <input type="checkbox"/> Top up Scholarship paid directly to student for additional living expenses (min \$5,000); <input type="checkbox"/> Project expenses for research costs (min \$5,000(paid directly to student) <input type="checkbox"/> Other?
<b>Background</b> Provide Information about the scholarship, its history and funder.	

**Scholarship details:**

<b>Student Type</b>	<input type="checkbox"/> PhD Candidate
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<i>(select all that apply)</i>	<input type="checkbox"/> Professional Doctorate <input type="checkbox"/> Masters by Research
<b>Area of Study</b>	
<b>Total Value of scholarship</b>  <i>Include what funds are received annually and for what purpose.</i>	<i>Example: \$30,000 annual stipend for 3.5 years plus up to \$10,000 for research expenses each year.</i>
<b>Duration</b>	
<b>Number of Scholarships available</b>	
<b>Applications Open</b>	
<b>Applications Close</b>	

**Eligibility & Delivery:**

<b>Student eligibility</b>  <i>Please list the eligibility criteria. Some things to think about include that the applicant</i> <ul style="list-style-type: none"> <li>• <i>Meets the JCU's admission requirements</i></li> <li>• <i>Do they need to be a full-time candidate?</i></li> <li>• <i>Is there a starting date?</i></li> <li>• <i>Is it open to Internationals or Domestic students only?</i></li> </ul>	
<b>What does the student need to deliver?</b>	

<p><i>If required, what do recipients need to produce in order to receive the funding: ie video, report</i></p> <p><i>When should this be submitted and to whom?</i></p>	
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### Application Details:

<p><b>How do I apply?</b></p>	<p><input type="checkbox"/> Expression of interest direct to:</p> <p><input type="checkbox"/> Application form (discuss with GRS to set this up)</p> <p><input type="checkbox"/> Other</p>
<p><b>What do applicants need to provide in their application?</b></p> <p>For a full living stipend scholarship the GRS advise that you ask for</p> <ul style="list-style-type: none"> <li>• a cover letter</li> <li>• an up-do-date CV</li> <li>• full academic transcript</li> <li>• a summary (up to two pages) of your career outlining your experience in XYZ</li> <li>• Details of three referees (email/address/contact number).</li> </ul>	<p><input type="checkbox"/> Cover letter</p> <p><input type="checkbox"/> Up-do-date CV</p> <p><input type="checkbox"/> Full academic transcript</p> <p><input type="checkbox"/> Summary (up to two pages) of career outlining your experience in field of:</p> <p><input type="checkbox"/> Details of three referees (email/address/contact number).</p> <p><input type="checkbox"/> Other please specify:</p>
<p><b>Does the applicant need to participate in an interview?</b></p>	<p><input type="checkbox"/> Yes (if yes, this is the responsibility of the key contact to arrange)</p> <p><input type="checkbox"/> No</p>

**Assessment & Selection Details:**

<p><b>What happens once applications are received?</b></p>	<p><i>Based on the type of application process above, some examples of selection process are outlined below:</i></p> <p><i>Application form example: Applications received via the application form are vetted by GRS and then sent to the selection committee for review, interview and selection.</i></p> <p><i>EOI application example: Academic/staff member receiving applications reviews and seeks input from peers. They interview and selects a recipient.</i></p>
<p><b>Selection Committee Chair contact details</b></p> <p>We recommend at least 2 people review all applications and that there is a key person (chair) who has responsibility to ensure timelines are met/actioned.</p>	
<p><b>Process to advise students if successful / unsuccessful</b></p>	<p><i>Application form example: Selection Committee Chair to advise GRS of successful and unsuccessful applicants. GRS to contact unsuccessful applicants whilst the Chair will contact successful applicant with further details.</i></p> <p><i>EOI example: Academic/staff member receiving applications advises Successful/unsuccessful candidates. Sends successful candidate details to GRS for auctioning.</i></p>

**Conditions and On-going eligibility of the scholarship:**

<p><b>Conditions of the scholarship</b></p> <p>If the scholarship is to be advertised externally then one of the conditions may be that the applicant needs to meet JCU admissions requirements for HDR Candidates.</p>	<p>Are there any scholarship conditions?</p>
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<p><b>On-going eligibility</b></p> <p><i>Are there any conditions as part of this scholarship that the candidate needs to maintain in order to be eligible for the scholarship?</i></p>	<p><i>Example: Maintain full-time enrollment or meet agreed candidature milestones</i></p>
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**Administration details:**

<p><b>Funds for this award are held:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> In JCU account number:</li> <li><input type="checkbox"/> By sponsor (what is the process for receiving the funds?). Is there an agreement in place? Attach with this form.</li> <li><input type="checkbox"/> Other. Please define:</li> </ul>
<p><b>The process for payment of the scholarship is:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stipend: Paid by GRS</li> <li><input type="checkbox"/> Once-off payment into candidate's personal account.</li> <li><input type="checkbox"/> Once-off payment into research account. (Student needs to complete RFAF documentation. JCU Grants Connect can assist alan.stewart@jcu.edu.au)</li> </ul>
<p><b>How will the award be promoted to eligible applicants?</b></p> <p>See separate document "hints and tips for advertising HDR scholarships".</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> UniRoles: Cost per ad = \$249 or you can pay a daily rate of \$15 and stipulate how many days. Account to be charged:</li> <li><input type="checkbox"/> SEEK: Cost per ad = \$160. Account to be charged:</li> <li><input type="checkbox"/> Research Career: Cost per ad = \$188. Account to be charged:</li> <li><input type="checkbox"/> JCU <a href="#">central Scholarships website</a></li> <li><input type="checkbox"/> GRS <a href="#">available projects page</a></li> <li><input type="checkbox"/> LinkedIn: share amongst selection committee/chair's contacts.</li> </ul>

	<input type="checkbox"/> Selection Committee to share amongst their networks  <input type="checkbox"/> Other
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**Approvals:**

<b>Donor/Sponsor approval:</b>	<input type="checkbox"/> Yes. Funding/ gift agreement or account cover sheet attached.  <input type="checkbox"/> No
<b>College acknowledgement:</b>	Please have the ADRE or College Dean sign to record they have seen this.

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