

College of Healthcare Sciences
HDR Competitive Funding Scheme 2023
Grant Guidelines – Round 2

General

CHS HDR candidates are invited to apply for grants in the Competitive Funding Scheme funded from the competitive pool of Minimum Resources Funding (MRF).

In Round 2 for 2023, the following grants are available:

1. **Conference Grants** – designed to support candidates to attend face-to-face or online conferences to enhance their networking and professional development.
2. **Open Access Grants** – designed to support candidates to publish their research via Open Access.
3. **Project Grants** – designed to support project costs that were not foreseen in the original project budget, cannot be funded from existing MRF account balances, and are shown to be crucial for thesis completion.

Completed applications are due **5:00pm AEST, Friday 15th September 2023**. This will be the final round of available grants for 2023. Please submit applications via this [link](#).

Competitive Grants are awarded as per the guidelines below for each scheme. All funds awarded must be expended and acquitted as per the requirements for each individual grant (see below). The ADRE may elect to award less or more than the amount requested in the application.

Both full-time and part-time candidates are eligible to apply. Both non-scholarship and scholarship holders are eligible to apply. Candidates are ineligible to apply if they have outstanding requirements from any previous CHS competitive grant scheme. Candidates can only apply for one grant in this round across all grant categories. Before applying, discuss your application with your advisors.

Retrospective requests for support will not be considered, under any circumstances. A retrospective request is defined as a request made for funds that have been spent or committed before the candidate has been advised that grant funding has been awarded.

If you have any questions about the CHS HDR Competitive Funding Scheme, please contact the Academic Services Officer via chs.hdr@jcu.edu.au.

The JCU policy relevant to MRF can be found here:

<https://www.jcu.edu.au/policy/procedures/research-education-procedures/hdr-minimum-standard-or-resources-facilities-and-other-support-procedure>

All applications must be completed using the **HDR Competitive Funding Scheme 2023 Application Form**. There is a single application form for all 3 grants. Incomplete or late applications will not be considered.

All applications will be considered by the ADRE. If the number of eligible applications exceeds the available funding pool, the ADRE will convene a subcommittee to rank applications.

Conference Grants

Conference Grants are designed to support candidates to attend face-to-face or online conferences to enhance their networking and professional development.

Eligibility

Applicants must have successfully **completed the Confirmation of Candidature Milestone**.

Applicants must have an oral paper presentation or poster accepted at a conference where they are the presenting author within the calendar year. Evidence of the acceptance of the paper or poster at the conference **must** be provided with the application.

Applicants must be in time for their candidature (i.e., <2 EFTSL for master's and <4 EFTSL for doctorates).

A detailed budget is required specifying requested funds. Only costs for early bird registration, travel, accommodation, and food directly associated with the conference will be considered. Evidence of quotes for registration, travel and accommodation must be supplied with the application.

To be eligible, Minimum Resources Funds must be utilised first before requesting any internal competitive RTP funding.

The maximum funding available per successful application is \$3000.

Conditions

A Conference Grant holder must be enrolled as a full-time or part-time candidate for a HDR degree (Doctor of Philosophy, Professional Doctorate, Master of Philosophy) in the College of Healthcare Sciences at James Cook University for the duration of their grant.

The Grant cannot be deferred or suspended after commencement. The grant will commence on the date of announcement of successful applicants.

Any travel or expenditure must be approved by the candidate's primary advisor. Candidates are responsible for following all required JCU travel, payment and procurement processes and obtaining Field Work and RiskWare approvals, where required. CHS.admin@jcu.edu.au will provide support for travel bookings where appropriate.

Any deviation from the budget, from an approved application, must be approved by the ADRE. All funds awarded must be fully expended and acquitted within 10 working days of returning from the conference. Please email chs.hdr@jcu.edu.au to confirm you have fully acquitted the grant funds.

Successful applicants must email chs.hdr@jcu.edu.au with a 1-page report, addressed to the ADRE, within 1 months of returning from the conference. The report must comprise of:

- Candidate name
- project title
- Name of conference
- the use of the funds
- the value of the funds to the thesis project and any results (e.g., conference presentations or publications).

Open Access Grants

Open Access Grants are designed to support candidates to publish their research via Open Access. Publication costs can be significant when candidates wish to publish in open access journals.

Eligibility

Applicants must be the first author on a refereed journal article, book or book chapter which is accepted in press, submitted or about to be submitted at the time of application. Evidence of the acceptance of the output for publication and the cost of Open Access fees must be provided with the application or before commencement of the grant. The output must be related to the candidate's research project.

Journals must be listed in ERA Journal List and preferably listed in Thomson Reuters Web of Science, or Scopus. Books must be from reputable publishers. Please contact your [liaison librarian](#) to confirm journal listing.

Applicants must be in time for their candidature (i.e., <2 EFTSL for master's and <4 EFTSL for doctorates) except in compelling circumstances which should be outlined in the application. Candidates who have submitted but who have not been awarded their degree are eligible to apply.

A detailed budget is required specifying requested funds. Only costs for Open Access fees will be considered.

To be eligible, Minimum Resources Fund (MRF) must be utilised first before requesting any internal competitive RTP funding.

The maximum funding available per successful application is \$3000.

Please note: Under advice from the JCU Library, funding will not be provided for hybrid journals or journals with which JCU has a [Read & Publish Agreement](#). Hybrid open access is the enabling of open access for specified articles within a fee-based subscription journal, following the payment of an Article Processing Charge to the publisher. A major criticism is that the Article Processing Charges may be added to the normal subscription cost, instead of reducing the subscription cost, and is often regarded as double-dipping.

Conditions

An Open Access Grant holder must be enrolled as a full-time or part-time candidate for a HDR degree (Doctor of Philosophy, Professional Doctorate, Master of Philosophy) in the College of Healthcare Sciences, James Cook University for the duration of their grant.

The Grant cannot be deferred or suspended after commencement. The Grant will commence on the date of announcement of successful applicants.

Any expenditure must be approved by the candidate's primary advisor. Candidates are responsible for following all required JCU payment and procurement processes. Funds will be paid directly to the journal. When the grant is awarded, you may seek an invoice from the journal. Please ensure that if asked for a tax ID or ABN please include the JCU ABN number. The invoice should then be sent to chs.admin@jcu.edu.au for processing. Please also provide them with your MRF account number.

Any deviation from the budget in an approved application must be approved by the ADRE.

Successful applicants must provide the Associate Dean Research Education with evidence that the journal article has been uploaded to JCU Research Online within 3 months of the end of the period for which the grant was awarded. Please email this evidence to chs.hdr@jcu.edu.au.

Project Grants

Project Grants are designed to support project costs that were not foreseen in the original project budget, cannot be funded from existing MRF account balances and are shown to be crucial for thesis completion.

Eligibility

Applicants must have successfully **completed the Confirmation of Candidature Milestone**.

Candidates are ineligible to apply if they have previously been awarded a Project Grant. Candidates who have successfully completed the Pre-Completion Milestone are ineligible to apply.

Grants will not be made to simply “top up” your MRF research funds. In your application you should not restate the aims and objectives of your thesis research proposal. You need to demonstrate clearly what aspect of your research you are seeking funding for, why this is an essential aspect of your research, why it was not budgeted for in your original project budget and what specific outputs will be forthcoming from the research that is to be supported from this grant.

Applicants must be in time for their candidature (i.e., <2 EFTSL for master’s and <4 EFTSL for doctorates).

A detailed budget is required specifying the requested funds.

To be eligible, Minimum Resources Fund (MRF) must be utilised first before requesting any internal competitive RTP funding.

The maximum funding available per successful application is \$3000.

Conditions

A Project Grant holder must be enrolled as a full-time or part-time candidate for a HDR degree (Doctor of Philosophy, Professional Doctorate, Master of Philosophy) in the College of Healthcare Sciences at James Cook University for the duration of their grant.

The Grant cannot be deferred or suspended after commencement. The Grant will commence on the date of announcement of successful applicants.

Any travel or expenditure must be approved by the candidate’s primary advisor. Candidates are responsible for following all required JCU travel, payment and procurement processes and obtaining Field Work and RiskWare approvals, where required. CHS.admin@jcu.edu.au will provide support for travel bookings where appropriate.

Any deviation from the budget, from an approved application, must be approved by the ADRE.

All funds awarded must be fully expended and acquitted as appropriate to the requested project grant funds.

Any equipment purchased with Minimum Resource funds remains the property of CHS. MRF funds cannot be used for the purchase of mobile phones, tablets or computers. If you are requesting to purchase research related equipment, please check with the College asset officer prior to making any purchases.

Successful applicants must email chs.hdr@jcu.edu.au with a 1-page report, addressed to the ADRE, within 1 months of expending the project grant funds. The report must comprise of:

- Candidate name
- project title
- the use of the funds
- the value of the funds to the thesis project and any results (e.g., further data collection relevant to the project, publications, etc.).