

CASE Expenditure Plan for RTP Minimum Resource Funds

Funding for higher degree by research candidates

Individual candidate account

HDR candidates will be **automatically allocated \$1,000** of the Minimum Resource Funds per annum (and pro rata if part-time). As such, a Masters candidate receives \$1,000pa for two years and a PhD candidate receives \$1,000pa for four years.

Competitive Pool Funds

The remainder of the Minimum Resource Funds will be assigned to a competitive pool to be expended at College level. Funds need to be expended in the calendar year in which they are given.

Two rounds of competitive funding will be held each year, one in March and one in August (if there are funds remaining). Applications for Round 1 will open in February and Round 2 in July.

Strict guidelines are applied to the expenditure of research funding. Minimum Resource and competitive pool funds can only be spent on resources directly related to higher degree research projects.

Acceptable Research Expenses for Minimum Resource and Competitive Pool Funds

- **General Expenses**

Inter library loans, books, specialised computer packages, field work expenses, lab consumables, training, transcription, publication, editing and thesis costs and memberships of societies related to their research discipline.

- **Travel (Conference and field work)**

Travel must be approved by the student's supervisor. In addition, candidates will need to complete and get formal approval of any WHS and risk assessments associated with their trips prior to making travel arrangements. Candidates using College funds for project related travel, must book via JCU's travel system prior to travel.

- **Conference Attendance**

Candidates may also use these funds to attend conferences with the proviso that they are presenting and have the support of their supervisor to attend. It is an expectation that proof of abstract acceptance be provided.

- **Equipment**

Equipment purchased with Minimum Resource funds remains the property of the College.

- Minimum Resource funds **can not** be used for the purchase of mobile phones, tablets or computers.

Assessment of competitive fund applications

The assessment of applications will be conducted by the CASE Research and Research Education Committee (Dean of College or nominee, ADR or nominee, ADRE or nominee).

Evaluation

Applications will be ranked according to the following:

Masters Research	PhD/Doctoral Research
First year of enrolment - the applicant must have completed their confirmation of candidature	Research in line with strategic focus of the College
Second year of enrolment – satisfactory progress and presentation of research outside of the College	First year of enrolment - the applicant must have completed their confirmation of candidature
	Second year of enrolment – satisfactory progress and presentation of research outside of the College
	Third year of enrolment - successful completion of mid –candidature review, and/or having presented at a conference and/or have a research paper under review.
	Fourth year of enrolment – At least one publication (first author).

In relation to the competitive funds, the key objectives of the scheme are to:

- reward excellent performance by students;
- stimulate and support excellent research by students; and
- enhance the capacity and performance of research doctoral and masters candidates.

Competitive funds can be allocated to: (1) incidental project costs but only those that do not fall under the standard minimum resource allocation (up to \$500); (2) conferences and/or significant project costs e.g. fieldwork (up to \$3000); (3) completion grants (up to \$3000); or (4) publications (up to \$3000). Funding will be given to those applications that demonstrate an enrichment component. 'Enrichment' is defined as adding value to your research, especially in terms of aligning to and furthering JCU's 'grand challenges' and improving life for people in the tropics. Costs that would normally be covered in the direct allocation of minimum resource funding will not normally be supported.

- For small grants to cover project costs of up to \$500, use form 1.
- For conference and/or project costs, use form 2.
- For completion or publication grants, use form 3.

Approval Details

Policy sponsor:	Associate Dean Research Education
Custodian:	Supervisor, Academic Services (Research), CASE
Approval authority:	Dean, CASE
Advisory bodies:	CASE Research Committee
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Date for next review:	

Modification History

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