



Faculty of Fine Arts and Music

Faculty Graduate Researcher Fund (FGRF) Guidelines & Pre-approved Activities

Overview

The Faculty Graduate Researcher Fund (FGRF) offers funding to graduate researchers in the Faculty of Fine Arts and Music, to undertake activities directly associated with their research projects.

Applications are open year round and close on the 1st of December. Confirmed PhD candidates will be able to access up to \$4,000 over the course of their candidature, and up to \$2,000 for Masters by Research graduate researchers. A list of supported and pre-approved activities has been provided below. All other activities will be assessed on a case-by-case basis.

Eligibility

- Applicants must be currently enrolled in a graduate research degree in the Faculty of Fine Arts and Music, within their maximum term of enrolled candidature (i.e. not lapsed or under examination)
- Pro-rata funding will apply where a graduate researcher is jointly enrolled
- PhD candidates and Masters by Research are eligible to apply following successful confirmation
- Applicants must have support from their Principal Supervisor; a support letter or email should be uploaded to the Supporting Documentation in the online application
- A completed budget form must be supplied using the [provided template online](#). Quotations, invoices, or receipts must be provided for all requested items/activities
- Any previous funding awarded through the FGRF (formerly known as FSGS) or the Graduate Research Impact Overseas Travel Scheme (G-RIOTS, formerly known as POTS) must be satisfactorily acquitted before further funding will be considered.
- Higher doctorate candidates are not eligible to apply

Regulations

- Applicants must declare if other funding has been sought or awarded from other sources in relation to the same activity
- Where applicable, applicants should refer to the university policies relating to [study away](#) and travel insurance. Both must be in place prior to any period of study to be spent away from campus
- It is the responsibility of the student and their supervisor to ensure that, where required, projects have [research ethics approval](#) in place prior to commencement
- Where appropriate, evidence of ethics approval, or approval applied for and pending, must be provided in this application
- Funds may be applied for retrospectively for expenses incurred for a maximum six months prior to application for Masters students and twelve months prior for PhD candidates
- All funds must be spent and acquitted within twelve months of award



- We endorse use of UniTravel to utilise corporate rates and discounts from the University's preferred travel partners. Quotes and travel bookings can be made by UniTravel agents via student.unitravel@atpi.com. Please advise your student ID and contact phone number.

Reporting

Using an [online acquittal form](#), recipients are required to provide copies of all receipts, along with a brief overview of how the funding has been used and the resulting benefits to their research project. This should be completed no later than one month following the end of the funded activity.

PRE-APPROVED ACTIVITIES

Eligible Activities

Applications to the FGRF for the purposes of the activities below may be approved by the Faculty Research Office without consideration by the Associate Dean, Research. Please note that all activities on this list must directly relate to the applicant's program of study for their research degree.

1. Travel costs for presentation and attendance at a conference
2. Travel to receive national or international coaching due to lack of local experts e.g. travel to Germany to receive a minimum of 16 hours of performance coaching on seldom-performed contemporary solo flute repertoire which will be included in the PhD performance portfolio
3. Travel to research and collect rare primary sources e.g. books and CDs in relation to a minor thesis on the styles of southern Brazil and Argentina and their impact on the guitar compositions of Yamandu Costa; international/national travel to view specific artworks vital to the completion of an exegesis and the accompanying body of work. May include archival research
4. Professional musician/artist fees for rehearsal and performance of a research project
5. Fees for technical and professional personnel i.e. install professionals; audio visual technical assistance for a final PhD exhibition
6. Funding for a field trip related to the applicant's research program e.g. travelling to undertake visual research in the form of drawings or to perform interviews
7. Costs associated with the physical production or publishing of the research project i.e. large format digital printing; chemical processing costs of developing film; professional mixing and mastering of key resource material
8. Funds for licensing rights i.e. to feature a news clip in a documentary
9. Maintenance costs e.g., for printing handouts and program information, postage of program packs to participants and employment of examiners to assess solo performances (performance quality).



Other activities

1. Anything outside the pre-approved list requires the support of the applicant's supervisor, and will be forwarded to the Associate Dean (Research) or proxy for approval

Activities that are not eligible

1. Costs for equipment not essential for the development of the research (i.e., audio visual equipment purchased only to record a final performance)
2. Per diem/incidental/meal costs for travel

Graduate researcher conduct

Applicants must abide by the following University Policies when engaging in funded activities, where relevant:

- [Student Conduct Policy \(MPF1324\)](#),
- [Vice-Chancellor Regulation, Part 6 - Student Conduct](#)
- [Financial Code of Conduct Policy \(MP13338\)](#)
- [Appropriate Workplace Behaviour Policy \(MPF1328\)](#)

Queries

For any queries or assistance, please contact the Faculty Research Office:

fineartsmusic-research@unimelb.edu.au