**Faculty of Fine Arts and Music**

**Graduate Research Impact Overseas Travel Scheme (G-RIOTS)**

**Guidelines**

**Overview**

The purpose of the Graduate Research Impact Overseas Travel Scheme (G-RIOTS) is to support the presentation of doctoral research at an international level. This fund aims to support the travel costs for doctoral researchers to present at international conferences, forums and networks. International travel must be research-related activity that entails at least one distinct purpose that is clearly relevant and academically justifiable but not essential to the completion of the thesis. The purpose must include the presentation of doctoral research and result in a reportable Research Output.

**Eligibility**

* Applicants must be currently enrolled in a doctoral research degree within the Faculty of the Fine Arts and Music. Applicants must have passed Confirmation and be withintheir maximum term of enrolled candidature (i.e. must be enrolled and not lapsed or under examination).
* Applicants must have an approved Study Away application prior to applying, otherwise their application will be deemed ineligible.
* Applicants must be enrolled FULL TIME for the duration of the overseas travel.
* Applicants must have Human Research Ethics approval in place if their project requires it.
* Applicants must have Supervisor support in the form of a Supervisor Support Letter.
* Applicants who have previously received their full entitlement to FGRF funds, but who meet the G-RIOTS criteria, may apply for, and receive a grant from, these funds.
* Applicants can only receive G-RIOTS funding once during their PhD candidature.
* Applicants are encouraged to have obtained co-funding from other sources (e.g. department or external funding)
* Applicants **must not** hold a full-time or fractional full-time continuing academic staff position at any university.

**Use of Funds**

The purpose of G-RIOTS is to support the presentation of doctoral research at an international level. This fund aims to support the travel costs for doctoral researchers to present at international conferences, forums and networks, by funding **on a competitive basis**:

* International Travel undertaking research-related activity (including direct travel time), that entails at least one distinct purpose that is clearly relevant and academically justifiable but not essential to the completion of the thesis. The purpose must include **the presentation of doctoral research.** Evidence for each purpose must be attached to the application. Acceptable purposes include the following:
  + presentation of doctoral research (Essential);
  + collecting field data;
  + accessing research materials or facilities that are unavailable in Australia;
  + working in a research institute;
  + meeting researchers overseas;
  + presenting a paper or a poster at an overseas conference that the department or faculty is unable to fully fund.

Activities that in addition to above, also result in a reportable Research Output, and indicate affiliation with University of Melbourne.

Pro-rata funding will apply where a graduate researcher is jointly enrolled.

**Assessment of Applications**

Applications are considered and approved by a sub-committee of the Faculty Research Committee. The Grants Committee considers applications throughout the year and reports decisions on applications to the meetings of the Faculty Research Committee.

When assessing an application through this scheme, the Committee will give consideration to the following factors:

* The purpose of the travel and the resulting benefit to the Faculty;
* What the proposed quantifiable research outputs are;
* Whether the applicant has articulated research impact (<https://gateway.research.unimelb.edu.au/resources/impact-and-engagement>);
* Whether the budget is fully justified;
* Whether the applicant has previously obtained funds or pending decisions from other funding sources such as the Faculty for this expenditure.
* Whether the applicant has sought funding for this expenditure from other sources;
* What the timeframe for the activity is and when is most appropriate to apply (e.g. applications in February for a conference presentation in November need to apply later in the year).

**Funding Cap**

* Each G-RIOTS award is worth a maximum of $4,000.
* There is a limit of receiving one G-RIOTS award only in the duration of PhD candidature.
* Applicants whose activities have already been funded will not be considered for G-RIOTS.
* Total travel transfer requests are capped at $200.
* Per diem/incidental/meal costs for travel will not be funded.

**International Travel**

Applicants must ensure that they have approved [Leave to Study Away](https://gradresearch.unimelb.edu.au/being-a-candidate/study-away) for the period of study to be spent away from campus, prior to travel and prior to making an application to the G-RIOTS. This application must be submitted and approved at least one month prior to the planned travel (longer if the destination is a high risk location or the travel is for more than three months).

Travel insurance is provided to all graduate researchers upon approval of their study away applications, within the scope of the University’s travel insurance policy. Please note:

* The University’s travel insurance policy will not apply if your research is being conducted within 100km of your usual place of residence.
* Cover for medical expenses is not available where you are able to access a government-run medical benefit scheme, for example if you are travelling to a country of which you are a citizen and therefore are entitled to access the national health or medical system in that country.  Note this only applies to medical expenses; other coverage for costs such as lost or delayed baggage or travel disruption is still available in such circumstances.

Please also note that:

* If you are conducting your research more than 100km from your usual place of residence, travel insurance is limited to 365 days for a single journey
* Exclusions for COVID-19 may apply
* There may be further limits on insurance coverage [including personal accident and public and products liability insurance](https://students.unimelb.edu.au/student-support/advice-and-help/insurance).

For more details, please see the University’s [travel insurance page](https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance).

* If the University's travel insurance does not meet your needs, you must seek additional travel insurance elsewhere that suits you better.
* If you are planning personal travel while on study away, that is for a longer period than your research-related travel and/or is to a [high-risk destination](https://safety.unimelb.edu.au/safety-topics/travel-and-off-campus-work) the travel insurance provided by the University may not cover you.

If you have questions regarding your cover, you can check with the University’s Insurance Office [via Stop 1](https://students.unimelb.edu.au/student-support/advice-and-help/stop-1) before you apply.

Those wishing to obtain more extensive travel insurance must make arrangements to purchase travel insurance for the duration of their trip and this cost must be included in the G-RIOTS budget.

**Ethics Approval**

Some research projects may require [human research ethics approval](https://finearts-music.unimelb.edu.au/current-students/research-students/research-ethics-and-integrity2). It is the student’s and their supervisor’s responsibility to ensure that the project has the appropriate approval prior to commencing. Where appropriate, evidence of ethics approval, or approval applied for and pending, must be provided in this application.

**Time Limit on Use of Funds**

Successful applicants must be reimbursed within the calendar year of award or forfeit the award. The award does not roll over into a subsequent year.

The University of Melbourne finance team requires that all payments are made prior to the end of the year and in order to allow for processing time, all G-RIOTS monies must be paid by early November. Recipients with research activities towards the end of the year should keep this in mind as it is not possible to extend the payment period further due to these limitations.

**Payment of Funds**

Successful applicants will be given advice on how to be paid from this fund. Recipients must have ***all*** tax invoices for budget items in order to be paid from this fund.

**Acquittal Reports**

Recipients are required to provide an Acquittal Report on how the funding has been used and the resulting benefits to their research project within one month of funded activity using the online form available on the Faculty Research Office webpage. This report should clearly list the outcomes of the project and where they differ to those stated in the original application. The report must also certify that any publication or output resulting from the project has been entered into the University’s research publications system as a research output attributable to the Faculty. The report must include all financial documentation evidencing the award has been spent on the funded activity. This report will be tabled at a Faculty Research Committee meeting.

**Queries**

For any queries or assistance, please contact: [Fineartsmusic-research@unimelb.edu.au](mailto:Fineartsmusic-research@unimelb.edu.au)