**Faculty Graduate Researcher Fund (FGRF)**

**Application Draft Sheet**

Application Draft sheet with all the online form questions – please write up your responses into this document so that you can easily copy and paste everything across into the online form. Please save this document too, just in case.

**APPLICANTS PLEASE NOTE:**

Refer to the Scheme Guidelines found on the [website.](https://finearts-music.unimelb.edu.au/current-students/research-students/grants)

***Part A – Application Summary***Name:

Student ID:

University Student Email:

Course of Study – Masters / PhD

Department:

Principal Supervisor:

Confirmation / Formal Review date: (This is the date *you had* your Formal Review or Confirmation, not your next due review. If your Masters course does not have a Confirmation/Formal Review process, please note the date six months from your commencement)

Current thesis title:

*Part B – Funding Request*Amount Requested: *(cannot exceed the maximum of $3,000 for PhDs and $1,500 for Masters)*

Have you received FGRF funding before? – Yes / No

*If yes -* Details of previous funding received: *(Please provide the amount, and year of award)*

Date of activity commencement:

Date of activity completion:

 1. Details of funding request (maximum 200 words).

* Please outline your activity and its benefit to your research course.
* Explain the item/s you are seeking funding for and how they fit into the context of your research course.
* Evidence of your involvement in the activity needs to be attached in the Supporting Documentation section (eg. invitation to exhibit / perform / present a paper).

2. Details of expected research outputs

* Provide details of the expected research outputs from this activity (for example, dissertation, published conference paper, CD, exhibition, performance etc).
* You must identify how the Faculty or University will be acknowledged in the activity (for example, in conference or exhibition program; in liner notes).

***Part C – Budget and Budget Justification***Please note:

You MUST use the [budget template provided](https://finearts-music.unimelb.edu.au/__data/assets/excel_doc/0010/2605996/Budget-Template-Grants-2019.xlsx).

Provide the anticipated cost of each item and the expected source of funding (FGRF, POTS, in-kind, department, self-funded etc).

The maximum amount funded through FGRF is $3,000 for PhDs and $1,500 for Masters.

It is expected that PhDs seek funding from other sources for overseas travel. All graduate researchers are encouraged to seek funding from multiple sources where costs exceed the maximum allowance for the FGRF. This will strengthen your application for the FGRF and is essential for the POTS.

Standard travel insurance is provided by the University and should be applied for as part of your Study Away request; details in the [Travel Insurance Policy](https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance).

Per diems for travel within Australia will not be supported by these funds. Per diems for travel overseas will only be considered if the student is not in receipt of a living allowance scholarship and there is a strong argument that the cost of living (ie: food cost) is higher than the student's present situation.

**Attach your completed Budget Template here – the template is available from the same section on the** [**website**](https://finearts-music.unimelb.edu.au/current-students/research-students/grants) **where you accessed this form. All items that you are seeking funding for from the FGRF require justification.**

Have you sought funding from any other source? Yes / No (if yes, please provide details; if no, please explain why not)

***Part E – Supporting Documentation***

You will need to collate all your supporting documents into one PDF, that can then be uploaded to the form.

The following documentation is essential:

* [Letter of support from your supervisor](https://finearts-music.unimelb.edu.au/__data/assets/word_doc/0005/2974001/FGRF_Template_Letter_Primary_Supervisor.docx)
* Evidence of the acceptance of your work eg. invitation to present / perform / exhibit.
* Quote or tax invoice for each item in your budget
* *If previously awarded FGRF or POTS funding -*your outcome letter or email
* *If you are proposing travel -*your [Study Away](http://gradresearch.unimelb.edu.au/being-a-candidate/travel-conferences-fieldwork) approval letter **and** proof of insurance (available through the university)

***Part E – Additional Information***Ethics Approval **-** Yes /No /Pending

*Have you received ethics approval for this project? If 'yes' or 'pending', please provide the ethics ID. If not, please provide an explanation.*

Study Away Approval – Yes /No - My application does not include travel / Pending

*If 'yes' or 'pending', please provide the Student Form number for your Study Away application.*

Field of Research Codes:

Please indicate which Field of Research code/s apply to this project: <http://www.arc.gov.au/rfcd-seo-and-anzsic-codes> (for example, 190502 Fine Arts (incl. Sculpture and Painting) or 190407 Music Performance). Contact the Research Office for further support.

**SUBMITTING CORRECTLY:**Click on the NEXT button on the lower right side of the form. If you have missed any compulsory questions, the form will not submit, and you will be asked to review the answers and complete all required sections.

Once you have successfully hit NEXT, you will see a Confirmation Screen, and you press the SUBMIT button. Only by clicking on the SUBMIT button on this screen you have submitted your application successfully. You will also receive a confirmation email.