

Conference Support

Melbourne School of Psychological Sciences makes small grants to Research Higher Degree students (Master by Research, PhD and MPsych/PhD) to assist them in attending local or overseas conferences.

Funding may only be granted to research candidates who have passed the Confirmation process.

Each student is eligible for support for **one** conference per year, where he or she is presenting a paper.

Grants up to the following amounts are given on approval by the Chair of the Research and Research Training Committee.

Melbourne Conference maximum of \$100

Interstate Conference maximum of \$300

Overseas Conference maximum of \$500

Part-time students are eligible for funding on a pro-rata basis.

Applications for conference grants must include documentation from the organiser acknowledging acceptance of a paper and confirmation of conference attendance.

To apply, send an email request with the heading Conference funding request to rhd-psych@unimelb.edu.au and provide your name, your student ID, the amount you are applying for and electronic copy of supporting documentation.

Response to the application will be communicated via email.

Graduate Research Funding Guidelines

The Melbourne School of Psychological Sciences has limited funds to support high quality graduate research. Research Higher Degree candidates (PhD, MPhil and MPsych/PhD) and their supervisors may submit a request for research funds to the Research and Research Training Committee.

It is expected that graduate student projects will fall within the research programs of their academic supervisors and it is anticipated that graduate students will have access to research facilities developed by them. It is expected that academic staff who have grant funds will use those funds to support student projects that fall within the purview of their grant research. Students and staff should bear in mind the above constraints when discussing the feasibility of projects.

Funding may only be granted to research candidates who have passed the Confirmation process and can demonstrate they have discussed their research budget with the Confirmation Committee.

It should be noted that only core research necessities can be requested; that is, those materials that are absolutely necessary for undertaking research (e.g. the cost of printing questionnaires etc). Non-core research requests (e.g., obtaining books via inter-library loan, data entry, travel costs associated with data collection, field-work related expenses, training etc.) will not normally be funded. Some audio, video and other technical equipment is available for loan (contact the University's IT support for advice on what may be available).

The University's technical services group offers limited computer programming support. Requests for support should be costed and submitted to the Research and Research Training Committee for review in the same way as other research funding requests. Although some test consumables, such as scoring sheets, may be approved for purchase, no new tests or new equipment will be purchased for student use. Written approval is required before any funds can be committed for any student research-related items or activities.

Please note that all software purchases must be made by the school on behalf of the student.

When submitting a funding submission it is preferable to include all anticipated future funding requirements in the one application, rather than submitting multiple funding requests.

Research funding applications should include the following:

1. Student name, ID number, contact details and course code.

2. All supervisor contact details.
3. The total amount of funding requested.
4. A brief description of the project (approximately 500 words max.)
5. A list of itemised costs (or estimates) for which support is requested.
6. Justification of the budget – why the funded item is vital to the research project.
7. The location of the project: where it is to be conducted (department, hospital, other research institutes, and weighting (eg. 50% department, 50% hospital).
8. How the project fits into the on-going programs of research conducted at the location and/or by the supervisor/s (eg. a stand-alone project, an ARC/NHMRC funded project, a hospital funded project). This should be prepared with the supervisor's input, and it will be assumed that the supervisor has been consulted on this matter.
9. If the request is for funding to purchase test materials, please contact the publisher to ascertain if a student discount is available. If so, quote the full price and the discounted price in the funding application.
10. The request should be endorsed by the supervisor(s) or Advisory Committee Chair.
11. Funding applications should be submitted via email with the heading funding request to rhd-psych@unimelb.edu.au and provide electronic copy of supporting documentation (if relevant) for consideration by the Chair of the Research and Research Training Committee.

RHD Career Development Support

The RHD Career Development Support Scheme provides research students (PhD and MPsych/PhD) who are close to completion of their degree the opportunity to meet with researchers and/or employers in their field and possibly attend a major international conference to present their thesis work. The scheme is available to students who have shown evidence of a commitment to a research career as described below. The scheme will fund a substantial percentage of the airfare up to a maximum of \$2,500 and possibly a conference registration fee.

Eligibility

The scheme is open to all enrolled full-time and part-time PhD and MPsych/PhD students in the School. Students may apply to the school's Small Conference Grant Scheme and the Special Career Support Schemes in the same year, but the maximum support available for both schemes is limited to \$2,500 in any one year.

Requirements

1. An application may be made within 12 months of anticipated thesis submission (i.e., after 24 months of full-time equivalent enrollment). Applications for funding must demonstrate substantial progress towards completion of the thesis. A letter of support from the applicant's supervisor confirming the anticipated submission date is required.
2. Students must show evidence of serious commitment to a career in psychological research, which may take the form of (a) one or more first author refereed research publications or manuscripts submitted for publication, and (b) one or more first author refereed conference abstracts. The publications must form a substantial part of the applicant's thesis.

3. Students must make a written application to the Research and Research Training Committee. The application must contain the location, dates of meetings and an itemised account of the cost of the trip. If attending a conference, proof of acceptance of the presentation is required. Applicants are expected to describe why the designated conference is the meeting of choice, and provide details of academic visits to be made during the trip. Academic visits should comprise the major part of the program. Visits should involve spending several days (or longer) with a laboratory group of a researcher, or a formal research presentation as part of a potential job application. A short meeting with a researcher will not by itself constitute a major part of the program. A description of the program of academic visits should be included with the application, together with evidence of an invitation to visit. As noted above, a letter of support from an applicant's supervisor must accompany the application, together with a letter or letters of support from the institution(s) to be visited. Applications should explain clearly how the visit will lead to career development (e.g., a postdoctoral fellowship or a faculty position).
4. Support will be determined on a competitive basis, with preference given to applications in which there is a strong track record of academic achievement during the applicant's higher degree candidature.
5. Applications should include evidence of:
 - a. Completion of the research component of the degree.
 - b. Research productivity, as indicated by refereed journal articles and book chapters.
 - c. Conference presentations, invited talks, or external research funds gained.
 - d. Awards or prizes for excellence in research.
 - e. A written invitation to visit a researcher or laboratory at the time of the conference.
 - f. A detailed account of how the visit is likely to enhance the research career of the applicant.
6. A copy of the application, addressed to the Chair of the Research and Research Training Committee, should be submitted via email to rh-d-psych@unimelb.edu.au
7. A 500-word report describing activities undertaken during the trip must be submitted to the School within 28 days of return. This report will be published on the School website. The report should focus on how the visit contributed in a direct way to the student's career prospects. The student is also required to give a brief public presentation at an appropriate departmental forum.
8. Successful applicants may also be requested to provide a short oral (10-15 minute) colloquium presentation as part of the regular semesterly MSPS RHD student colloquium.
9. Only **one** Career Award per student will be funded under this scheme.