
GUIDELINES FOR THE FACULTY RESEARCH STUDENT SUPPORT SCHEME (FRSSS)

1. PURPOSE OF THE SCHEME

The Faculty of Health Sciences has allocated funds to assist Honours and Higher Degree Research (HDR) students to progress their research.

2. ADMINISTRATION OF THE SCHEME

The Faculty Research Student Support Scheme (FRSSS) will be administered by the Office of the Dean, Faculty of Health Sciences. Applications for funding are invited from Honours and HDR students (PhD, MPhil and Masters by Research). Applications must have the support of the supervisor(s) and HOS. The final decision on the allocation of funds will be made by the Associate Dean Research, Research Training & Partnerships (R,RT&P).

3. ELIGIBILITY FOR THE SCHEME

Students eligible to apply for such funds should normally be enrolled for the full academic year.

4. LEVEL OF FUNDING

Funding of up to \$500 for Honours, \$1,000 for Masters students over the duration of their candidature, and \$3,000 for PhD students over the duration of their candidature. PhD students may apply for up to \$2,000 in any one year. Funds may be requested for research activities and associated purchases twice in the calendar year, or for conference attendance in the first 4 months of the ensuing year (if still an enrolled student). Applications for retrospective purchases or activities for preceding years will not be funded.

Please note students must spend any funding allocated to them under this scheme within the time specified, i.e. within the year funding is granted.

5. ITEMS FOR WHICH FUNDS MAY BE REQUESTED INCLUDE:

- Presentation of a relevant paper/poster at a significant conference - the student must present evidence that the conference paper/abstract is refereed and accepted (full-time Honours students may attend **one** conference without the requirement of presenting a paper if approved by supervisor);
- Access to specialised libraries and personnel;
- Purchase of specialised computer software, databases, texts (including copies of dissertations) and equipment;
- Postage of questionnaires/survey instruments associated with the research;
- Assistance with data entry;
- Attendance at data analysis workshops e.g.: NVIVO;
- Travel for the purpose of data collection.

All budget costs should be shown in Aus\$.

Funding is not available for the purchase of computers, printers or stationery for individual students, since stationery and computer facilities for Honours and HDR students are provided on each campus of the University. Funding is also not available for the costs associated with the production of a thesis.

Texts, databases, software and equipment approved for funding will be purchased by the University and will be retained by the University once the student has completed his/her course. If funds are requested for the purchase of books, full bibliographic details need to

be provided and the application should state whether the books are available through the services of the ACU library. If books are approved for purchase, the student will donate book(s) to the library at the end of their candidature. In the case of software, the University will own the license and the software will normally be installed on a computer in the Postgraduate Student Room on the appropriate campus. In the case of databases, the University will also own the license and the database will normally be installed through the library.

6. **APPLICATION FORM**

Guidelines for the Faculty Research Student Support Scheme (FRSSS) and application forms will be distributed to the Heads of Schools who will forward the information to supervisors/research students in the school.

The application form is to be completed by the research student and submitted to the Office of the Dean by the due date. Applications are to be endorsed by the principal supervisor and the Head of School prior to submission. Applications must be received by the Faculty Executive Officer, at Mackillop Campus no later than **the last Friday in March and/or the last Friday in July.**

All applicants will be advised of the outcome of their application within six weeks of the closing date for applications. Any queries regarding this matter may be directed to the Faculty Executive Officer.

FACULTY OF HEALTH SCIENCES

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All information is to be provided in the appropriate spaces within the form, noting the word limits. No attachments are permitted. The application must be typewritten – please use minimum font size 11. Applications which do not conform with these guidelines will not be considered.

1. NAME OF APPLICANT:

2. TITLE OF RESEARCH PROJECT: (short descriptive title of no more than 20 words in length)

3. SUPERVISOR(S):

4. SCHOOL:

5. CAMPUS:

6. PROGRAM IN WHICH ENROLLED (please ✓ appropriate box):

BN (Hons) BExSc (Hons) Other (please specify) _____

PhD MPhil. MExS MN (by research) MMid (by research)

7. ENROLMENT STATUS (please ✓ appropriate box):

Full-time Part-time If part-time please indicate what Fraction

_____/_____/_____ Date of Enrolment

_____/_____/_____ Date of Leave of Absence

In what year did you commence this degree?

What is the anticipated date for the submission of your thesis?

8. PURPOSES FOR WHICH FUNDS ARE REQUESTED:

(refer guidelines, for example: attendance at appropriate conferences (when and where will they be held?)*, access to specialised libraries and personnel, purchase of specialised computer software, databases, texts including copies of dissertations, and equipment postage of questionnaires or survey instruments associated with the research, and assistance with data entry.

CATEGORY	DESCRIPTION	\$ Amount requested (incl. GST)
Personnel (salaries & on- costs)		
Equipment		
Travel		
Maintenance		
Other (identify)		
Total		

An abstract/paper/poster

Has been submitted

Has been accepted

9. EXPLANATION OF THE POTENTIAL CONTRIBUTION OF FUNDING TO OVERALL DEGREE PROGRESS: *(No more than 200 words)*

10. STUDENT DECLARATION

1. I have discussed this application with my supervisor.
2. I declare that I am currently enrolled as a student at Australian Catholic University for the full academic year.
3. I understand and agree that, if awarded funding, it will be expended for the purpose stated in the application to the Faculty of Health Sciences, Australian Catholic University. If circumstances necessitate a change of purpose from that originally requested, this variation must be requested in writing to the Faculty Executive Officer prior to expenditure of the funds.

SIGNATURE OF APPLICANT(S):	DATE:
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11. NOTE OF SUPPORT FROM SUPERVISOR(S): *(No more than 100 words)*

SIGNATURE OF SUPERVISOR(S):	DATE:
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SIGNATURE OF HEAD OF SCHOOL:	DATE:
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Applications should be sent to the Faculty Executive Officer, no later than the last Friday in March and/or the last Friday in July.
BY

**Mail: Faculty Executive Officer, Faculty of Health Sciences,
MacKillop Campus, ACU, PO Box 968, North Sydney NSW 2059**

OR

Fax: (02) 9739 2953

LATE APPLICATIONS WILL NOT BE CONSIDERED.

Office Use Only

APPROVED / NOT APPROVED	
Funds allocated:	\$
Student(s) advised on:	___ / ___ / ___ ___
Reported to Research Standing Committee on:	___ / ___ / ___ ___

SIGNATURES	DATE
FFM:	___ / ___ / ___
ASSOCIATE DEAN RRT & P:	___ / ___ / ___
FEO:	___ / ___ / ___