

ICS PGRF Processing Guidelines

Before applying for ICS PGRF, usually at the commencement/research planning stage and at Annual Review time, the student will discuss goals for their research and equipment needs with their supervisor.

Together with the supervisor, the student draws up a schedule of milestones and expected outcomes.

The supervisor and student pick significant conferences to which the student will submit his/her paper/s, and any other events the student will attend that are essential to the student's progress in their research.

Retrospective applications for funding will not be accepted. Applications submitted outside of deadlines specified in the guidelines will be rejected.

STEPS in the application procedure - STUDENT:

- Student discusses the proposed expenditure with the supervisor.
- Both supervisor and student agree on the need for submission of application to the ICS PGRF.

Next step for travel applications:

- ❖ The student plans their trip and prepares a budget for it. For this the student needs to obtain: airfare statement of cost and itinerary from either STA or Campus Travel, accommodation quotes (internet estimates are OK), local travel and transfer estimates, food cost estimates, conference registration costs (webpage OK), evidence of paper submission, and other relevant paperwork detailed at <https://www.ics.mq.edu.au/forstaff/fundingtravel/index.html>.
- ❖ The student reads the University and ICS Travel Policies.

Next step for applications other than for travel:

- ❖ The student provides official quotes.

The remaining steps are the same for all types of funding applications:

- The student writes the application making sure it is complete and easy to understand by a person from outside their area of research. The application must be typewritten, and printed single-sided (including all attachments).
- The supervisor includes their detailed statement of support in the application and explains why they support it.
- The student signs the application and obtains supervisor signature.
- The student lodges the application with the ICS Student Services team by the deadline stated in the guidelines (the 10th of each month)

The application is assessed and the student and the ICS Financial Services are notified of the funding application outcome.

Post-approval: STUDENT

Before travel:

- A student may prepare a claim for an Advance before travel.
- Should there be an airfare statement of cost, the student fills out an airline booking form and includes this, with the attached statement of cost and itinerary, with the travel application.
- The ICS Financial Services team checks the application and obtains authorisation for airfare bookings and claims/advances (if applicable).
- Once authorisation is obtained, the Financial Services will assign a reference number and send the claim/airline booking form to the Office of Financial Services.

After travel:

- The student is required to submit an ICS PGRF report of how the funding was spent and the benefits gained within 1 month of the date of return. Funding applications under \$1000 do not require a report.
- Advances must be substantiated within one month of return from travel.

STEPS in the application procedure –Student Services team

- Check application for completeness and for supporting documentation.
- Check application for adherence to the ICS PGRF deadlines.
- Check budget items against quotations.
- Log application into the current year ICS PGRF application database.
- Forward the application to the director for postgraduate research in the student's department for review and approval.
- Forward the application to the ICS Postgraduate Research Director for approval of funding.
- Scan a copy of the approved or rejected application in Student Services Drive under Funding-ICS PGRF –2007 and send an email notification to the student and Rebecca Chan with a copy of the scanned application attached. Use ICS PGRF template email for this.
- Give the original copy of the application to Rebecca for her files.