

**ICS PGRF APPLICATION  
PAGE 1  
INSTRUCTIONS FOR COMPLETING THIS FORM**

1. For **Travel Applications**, include:
  - a. Pages 1, 2, 4, 5 and 6 of this form **printed single-sided** and
  - b. a detailed budget.

Budget templates are available from **Table 1** of the Funding & Travel Guide at:  
<https://www.ics.mq.edu.au/forstaff/fundingtravel/index.html>
2. For **Equipment Applications**, include:
  - a. Pages 1, 3, 4, 5 and 6 of this form **printed single-sided** and
  - b. a quote for the equipment.
3. Pages 7 to 10 (inclusive) contain the ICS PGRF Guidelines for your reference and do not need to be included with your application.

**CHECKLIST for ICS PGRF Applications**

**Students please tick off relevant items and supply details below. Your application will not be considered unless all relevant supporting documents are attached.**

- |   |                          |
|---|--------------------------|
| 1. Reports for previous ICS PGRF funding lodged (if over \$1000)  | Yes/no                   |
| 2. Application printed single sided   | <input type="checkbox"/> |
| 3. All budget items listed in attached Travel Budget/Expense Log  | <input type="checkbox"/> |
| 4. Meals and accommodation under 50% ATO reasonable amounts   | <input type="checkbox"/> |
| 5. Student signature  | <input type="checkbox"/> |
| 6. Supervisor statement of no less than 200 words   | <input type="checkbox"/> |
| 7. Supervisor signature   | <input type="checkbox"/> |
| 8. Quotes for equipment/software/other (non-travel applications)  | <input type="checkbox"/> |
| 9. Airline quote and itinerary from either STA or Campus Travel   | <input type="checkbox"/> |
| 10. Conference web pages  | <input type="checkbox"/> |
| 11. Notice of acceptance of paper/poster  | <input type="checkbox"/> |
| 12. Proof of E1 conference status<br>(see classification guidelines, page 50 of <a href="#">DEST Guidelines</a> ) | <input type="checkbox"/> |
| 13. Accommodation information, including costs per night (web quotes)   | <input type="checkbox"/> |
| 14. Transport charges, including cabcharge if in Australia  | <input type="checkbox"/> |
| 15. Deadline for payment of airfare   | _____                    |
| 16. Conference registration deadline  | _____                    |

**ICS Postgraduate Travel / Activity Approval**      Travel Compliance #

***This form should be completed by Postgraduate students before reimbursable costs are incurred for travel or activities. The full costs should be included on the form. Applicants should ensure that actual expenditure is within the Total Budget Estimate.***

Name of Student: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_  
 Degree Program: \_\_\_\_\_  
 Department: \_\_\_\_\_

This section only required for ICS PGRF applications

Supervisors: \_\_\_\_\_  
 Thesis title: \_\_\_\_\_

Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Date first enrolled:	_____	Expected completion date:	_____
-----------	--------------------------	-----------	--------------------------	----------------------	-------	---------------------------	-------

(Tick one box only for full- or part-time)

Purpose of Travel:	<i>e.g. presenting at conference, presentation/poster.</i>	Destination
_____	_____	_____
_____	_____	_____

**Total Budget Estimate:**

Attach detailed budget: Templates at <https://www.ics.mq.edu.au/forstaff/fundingtravel/HelpBudget.html>

\$ \_\_\_\_\_

Dates of Travel:	From: _____	To: _____
Research Dates:	_____	_____
Recreation Leave:	_____	_____

Note that subsistence must not be claimed for recreation leave.

Give explanation for any non-research dates for which funding is requested (e.g. limited flight availability, altitude acclimatisation):

\_\_\_\_\_

Source of funds:	Account #	\$	Account Name	Init
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Account line must be initialed by account owner.

Justification: *Attach brochures / quotes / invitation or other supporting material to this form.*

Other Comments: *e.g. early payment deadlines (conference registration, airfare), other sources of in-kind or financial support*

\_\_\_\_\_

\_\_\_\_\_

Student signature: \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Supervisor endorsement: \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Head of Dept (or nominee): \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Dean of Division (or nominee): \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Supervisor comment (optional) \_\_\_\_\_

Have you applied for a research grant for the purpose of this travel? Yes / No

## ICS PGRF Equipment Cover Page

***This form should be completed by Postgraduate students before reimbursable costs are incurred for equipment. The full costs should be included on the form. Applicants should ensure that actual expenditure is within the Total Budget Estimate.***

Name of Student:	
Student ID #:	
Degree Program:	
Department:	

Supervisors:	
Thesis title:	

Full-time		Part-time		Date first enrolled:		Expected completion date:	
-----------	--	-----------	--	----------------------	--	---------------------------	--

(Tick one box only for full- or part-time)

Itemised Budget	Natural code	Cost in foreign currency	Cost in A\$
Equipment – repairs and maintenance	413		
Equipment – Inventory	541		
Equipment – non-inventory	543		
Laboratory consumables	415		
Freight and courier	453		
Computer software and licences	420		
Chemical/biological materials	412		
Purchase of books	417		
Hire and lease expenses	459		
Other			

Full list of natural codes at: [http://www.ofs.mq.edu.au/financial\\_accounting/chart-of-accounts/FA02-GB-NaturalCodes.xls](http://www.ofs.mq.edu.au/financial_accounting/chart-of-accounts/FA02-GB-NaturalCodes.xls)

**Total Budget Estimate:** \$

Source of funds:	Account #	\$	Account Name	Init
1				
2				
3				

*Account line must be initialed by account owner.*

Justification: Attach brochures / quotes or other supporting material to this form.

Other Comments: e.g. payment deadlines, other source of in-kind or financial support

Student signature: \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Supervisor endorsement: \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Head of Dept (or nominee): \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Dean of Division (or nominee): \_\_\_\_\_ date \_\_\_/\_\_\_/\_\_\_

Supervisor comment (optional)

Have you applied for a research grant for this equipment? Yes / No

**Support requested (Specify how the proposed grant will be spent and what for).**

**Why will this support make a difference to your research progress?**

**Total amount requested from ICS PGRF: \$**

For travel applications, attach budget available from:  
<https://www.ics.mq.edu.au/forstaff/fundingtravel/HelpBudget.html>

**Previous requests from ICS PGRF and MU PGRF (Indicate which fund (ICS or MU), month, year, purpose, amount, successful/unsuccessful):**

ICS/ MU	Month	Year	Purpose	Amount	Successful (Y/N)

---

**Funds available from other sources (e.g. from Department, research grants):**

<b>Source</b>	<b>Amount</b>	<b>Account Number</b>	<b>Authorised Signature</b>
<b>MU PGRF</b>			
<b>Research Grant</b>			
<b>Vice Chancellor's Travel Grant</b>			
<b>Other</b>			

**Will it be necessary for the ICS PGRF to underwrite any of the above funds? Yes / No**

If yes, further details may be requested by the Division Postgraduate Administrator.

---

**Budget Justification (Explain why the items are needed, not just who supplies them and what they will cost; attach quotations when applicable):**

**Supervisor's Comments - Minimum 200 words.**

**(Explain why this application has your support, based on the need and merit.) For travel to conference requests, please state whether the Conference has an "E1" status (or equivalent).**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

---

**Applications for the purpose of travel only- Please fill out this section:**

Approximate date of return from travel: \_\_\_\_/\_\_\_\_/20\_\_

I have read the Macquarie University and ICS Travel Policies and will comply with all their requirements. I understand the lodgement of claims must be completed within 2 months of return from travel or, in the case of an Advance, substantiation must be completed within 1 month of return (per MU Travel Policy item 27.2).

I have attached a list of all my publications and relevant achievements to this application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

=====

**PG Research Committee Comments:**

Dept. PGR Dir. Name: \_\_\_\_\_ **Approved / Rejected** (please circle one)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

ICS PGR Dir. Name: \_\_\_\_\_ **Approved / Rejected** (please circle one)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----

## **Process and Guidelines**

**These pages (7 to 10) do not need to be submitted with your application. They are included for easy reference only.**

### **Overview**

1. The fund is to provide financial support for postgraduate research projects in the Division when a clear need for such support exists. The fund does not provide retrospective funding for postgraduate research projects.
2. The funding is provided at the discretion of the University.
3. A student may, on the advice of their official supervisors, apply for funding to support specific aspects of the postgraduate Research studies. Students should be guided by their official supervisors as to what is appropriate in the circumstances. Applications without clearly identified and agreed (by the assessors) merit will not be considered further. All applications are processed solely on the basis of merit. ICS PGRF is not an entitlement. The actual funding of a successful application is subject to the availability of appropriately budgeted funds.
4. Items supported by the scheme include, but are not limited to, consumables, tools, project-specific, specialised equipment, repairs and upgrades to equipment and computers, travel, project-specific hardware and software, research books and thesis preparation charges. All items purchased under the scheme remain the property of Macquarie University.
5. It is not intended to provide basic infrastructure for the projects (e.g. an office computer, desk, OH&S consumables and equipment), as such facilities are the responsibility of the Department.
6. Before requesting support for conference travel, the student should discuss with their supervisor(s) the available conferences and select jointly, based on quality, merit and benefit. Both the student and supervisor(s) should justify, independently, their selection in the application, including merit and excellence of the conference.

### **Application and approval process**

1. The application should be made on the form attached. It should be signed by the student and the main supervisor. The student and at least the main supervisor (preferably all supervisors) should agree on the necessity of the support before submitting the application. The main supervisor **MUST** justify the need and the merit of the application. When funds are available from other sources, authorised signatures are required. The form and the required documentation (e.g. paper acceptance letters, quotations for accommodation, conference registration, airfare invoices and itineraries) should be submitted to the Postgraduate Research Administrator for further processing. These will be crosschecked against the application, and will be forwarded to the Departmental Director for assessment.
2. All applications (except applications for funding of travel) must be submitted at least 14 days prior to when payment is required. Applications submitted late will not be considered and will be returned to the applicant.
3. The information contained in the student's Annual Reports may be taken into account when assessing the need for funding. An application to the ICS PGRF may be rejected

if the report submitted by the student for a previous ICS PGRF or MU PGRF grant is not satisfactory.

4. For expenses exceeding the funding awarded to the student, support should be sought from other sources as well (e.g. MU PGRF, Macquarie International, supervisor's research grants, Department).
5. The Department may be requested to contribute to the total cost of the grant applied for, particularly when expensive equipment or repairs to such equipment are requested. This contribution will depend on the lifetime of the item requested, and its potential use in other projects.
6. The application will be assessed by the Director of Postgraduate Research of the Department, another independent member of the ICS PGRC and the Postgraduate Research Director of the Division. The recommendation will be forwarded by the Postgraduate Research Director of the Division to the Dean or a nominee.
7. The Dean of ICS, or a nominee, will approve or decline the request.
8. If successful, an account is created in the student's name in the department and the funding is allocated to it. The student is responsible for the management of this account and should ensure that it is not overdrawn.

### **Additional Requirements for**

#### **• Travel Applications:**

1. Any application for travel must be submitted to the Postgraduate Research Administrator no less than 20 working days before the first day of travel (for conference-related travel, different deadlines apply). Applications submitted late will not be considered and will be returned to the applicant. It is the applicant's responsibility to read and comply with the University [Travel Policy](#).
2. A strong case must be made for travel to workshops or for the purpose of a research visit.
3. Students applying for air travel support must follow the procedure set out in the [Help with Airline Bookings](#) page.
4. Only MU STA and Campus Travel airfare invoices will be considered for the application.
5. Whenever possible, support should be sought from the Macquarie University Postgraduate Research Fund (MU PGRF) and Macquarie International Travel Grants before applying for ICS PGRF. This is especially the case with conference travel that should be planned well ahead. [Notes: a) MU PGRF has a deadline; b) support for conference travel can be requested from MU PGRF even before a conference paper is accepted. In such cases, the award is subject to the acceptance of a paper by at least one of possibly several nominated conferences]. The Macquarie International Travel Grant can provide partial support towards international travel. The applications to the scheme close on the 15th of every month, except January, when the scheme is closed.
6. Under no circumstances may the student pay for the airfare with private funds, expecting a reimbursement later. There will be no reimbursement of airfares purchased in this way.

## • Conference travel applications

1. In addition to the travel requirements list above, there are the following requirements for conference travel:
2. The conference must be of significant importance.
3. The ICS PGRF application should be submitted at the same time as the paper submission is made.
4. The conference registration fee will only be funded to the value of the early bird registration fee.
5. Computing and Electronics students: a presentation at a conference must result in an E1 publication. Proof of paper acceptance and E1 status must be submitted when it is available.
6. Physics students: a presentation at a conference must result in a publication. Proof of paper acceptance must be submitted when it is available.
7. Mathematics students: the supervisor must make a compelling case for the reason why the conference attendance is of benefit to the student.
8. In exceptional circumstances, where there is no publication resulting from a conference but the supervisor makes a very strong case for the student to attend, the maximum funding that can be awarded from the ICS PGRF is \$500.

## Conditions of award

1. The successful applicant must submit a brief report to the Postgraduate Research Administrator, outlining the benefits and outcomes of the grant. The report is due within one month from the date of return in case of travel grants, and within 3 months from spending in the case of all other grants. It must follow the one-page format of the ICS PGRF Report Form and must be approved and signed by the main supervisor before submission. Failure to submit a report within the deadline will disqualify the applicant from further ICS PGRF support. Funding applications under \$1000 do not require a report.
2. The applicant must comply with the ICS Travel Policy requirements.
3. The lodgement of claims must be completed within 2 months of return from travel or, in the case of an Advance, substantiation must be completed within 1 month of return (refer MU Travel Policy item 27.2).
4. There will be no funding of extra expenses outside of the approved budget, unless there are exceptional circumstances justified by the Head of the Department.
5. The maximum rate of subsistence allowed by ICS PGRF is 50% of the lowest rate published in the current ATO reasonable amounts.
6. Conference dinner, should it not be included in the conference registration price, can be claimed separately up to the limit of Item 5 (previous item).
7. Application for funding may be rejected if reports for previous ICS PGRF or MU PGRF grants are not satisfactory.

8. The successful applicant is required to give a practice presentation to a significant audience before the conference. This applies to both oral and poster presentations. The target audience may be the whole department or the research group. The latter is acceptable only if the research group has more than 5 members. It is the responsibility of the student to organise the practice presentation and send notices to the target audience at least two weeks prior to the event. The date, time and venue of the presentation should be stated in the ICS PGRF report, and email notification of the presentation should be attached to it.