

R-21: PhD Fieldwork and Creative Works Grant

1. Overview

The PhD Fieldwork and Creative Works Grant is intended to provide PhD students in the Melbourne School of Design (MSD) with assistance to conduct fieldwork and data collection or produce creative work projects and/or to hold an exhibition of creative works essential to the completion of their thesis.

PhD candidates are expected to acquire, through their fieldwork and data collection, a thorough knowledge of appropriate data collection methods and a 'hands on' familiarity with the primary data they will be analysing in their research. Therefore, PhD candidates are expected to undertake their own data collection, data processing and data analysis. Students should be well prepared prior to data collection and are expected to work intensively and efficiently during their fieldwork.

PhD candidates undertaking research through the production of creative works are similarly expected to undertake their own work to produce these outputs.

2. Grant Guidelines

2.1 Eligibility

- a) Confirmed PhD candidates fully enrolled in the Melbourne School of Design, Faculty of Architecture Building and Planning (ABP), are eligible to apply for funding under this scheme.
- b) Applicants must have submitted a proposed fieldwork program or creative works plan at PhD confirmation or conversion from MPhil to PhD. Only those candidates whose fieldwork or creative works plan has been endorsed by their confirmation committee may apply. Endorsement by the confirmation committee, however, does not constitute funding approval. Students whose PhD candidature has been confirmed without reference to a fieldwork or creative works program will be ineligible for this funding.
- c) Applicants must demonstrate that the fieldwork or creative works is necessary for the completion of their thesis and that primary data is not available elsewhere, or that data cannot be collected using methods that do not incur significant costs.
- d) PhD candidates are eligible for only one grant under this scheme.

2.2 Exclusions

- a) Candidates whose fieldwork is to be conducted in their usual permanent place of residence (e.g. international students conducting fieldwork in their home city) will not be eligible to claim accommodation costs unless a compelling case can be made.
- b) External students, i.e. candidates who, by agreement with the Faculty, reside for at least half their candidature interstate or outside Australia, are not eligible to request fieldwork funding for travel between Melbourne and their other place of residence, where either location is the site of their fieldwork.
- c) Candidates in receipt of a PhD scholarship funded by an Australian Research Council (ARC) grant or similar large-scale external grant that includes funding for their fieldwork or creative works activities will not be eligible for funding under this scheme. Supervisors are expected to cover essential travel, creative work and/or data collection costs from project funds where allowable. Supervisors may make a case for funding on the candidate's behalf to the Assistant Dean (Graduate Research) (ADGR) if fieldwork costs are not allowable within the grant funding rules or if there has been a significant and demonstratable cut to available funding.

Candidates who are not enrolled in the Melbourne School of Design, but who have a co-supervisor employed by the Faculty of Architecture Building and Planning, are not eligible for funding through ABP or the MSD. Such candidates should refer to the funding policies of their home Faculty.

2.3 Eligible items for which funding may be requested

Applicants may apply for funding for either fieldwork travel, creative works and exhibition support OR data collection costs up to a **maximum of \$3,500**.

- a) Fieldwork travel grant may partially fund
 - one return economy fare (air and/or land and/or water) to **one primary fieldwork site**
 - accommodation to a **maximum cost of \$1500**
 - necessary government permits and access/entrance fees, and/or
 - travel visas
- b) Creative works and exhibition grant may partially fund:
 - the purchase of specialist, non-standard, materials essential to the creation of the final creative work component of their thesis
 - the reproduction or recording of the creative work for examination, or
 - the staging of an exhibition of the creative work for data collection or for examination. This may include venue hire, mounting costs and insurance. Hiring an external venue may only be costed if no suitable Faculty space or other on-campus facility is available.
- c) Data collection grant may partially fund:
 - The purchase of essential data that cannot be collected any other way by candidate or survey costs, e.g. costs of hosting on-line survey.
 - Venue hire, e.g. to conduct focus groups.

Applicants are expected to be reasonable in their claims and plan their fieldwork, creative work or data collection in as cost-efficient way as possible, without compromising safety and security. For example, overland transport for inter-city travel within a country should be considered before air travel, unless there is little price difference or overland travel is not safe. Students should seek out inexpensive accommodation but are not expected to stay in unsafe neighbourhoods or in 'backpacker' dormitory accommodation.

2.4 Costs Not Covered by the Grant

The following items are not covered by the PhD Fieldwork Grant:

- local travel within greater Melbourne
- exploratory trips
- per diem living expenses, including taxis and public transport within the fieldwork location
- printing, postage or consumables
- salaries for assistants and facilitators
- payment to third parties for data processing (including transcription) or analysis
- gratuities or gifts to participants
- attendance at conferences, courses or workshops

(Should these items be necessary, a case can be made to the ADGR, and awarding funds for these purposes is at the discretion of the ADGR).

3. Procedures

3.1 Submission of Applications

There are two application rounds per year (mid and end). Applicants must submit their request via the online application form by the date advertised along with all required supporting documentation. In exceptional circumstances, out of round applications may be considered.

Applicants must attach the following to their application:

1. A description of the research project, of no more than two pages, outlining
 - a) the research question/s
 - b) an explanation of the fieldwork to be undertaken, creative works and exhibition planned and/or data collection requirements
 - c) why the fieldwork, creative work and/or data collection is essential to the completion of the thesis, and

- d) a justification of the budget.
2. Evidence that contact has been made with relevant organizations or individuals and any necessary permissions granted, e.g. emails or letters of invitation to visit institutions.
3. DFAT advisories for all travel destinations outside of Australia.
4. Written quotes for airfares and other eligible costs.
5. Field work risk assessment form
6. Evidence that ethics approval has been granted by the University of Melbourne's Human Research Ethics Committee (if applicable and where available).

Supervisors are required to write a supporting statement indicating: why the fieldwork is necessary; whether the applicant is at an appropriate stage in their research program to conduct fieldwork; and note their knowledge and approval of the attached field work risk management assessment.

3.2 Assessment of Applications

Applications will be considered by a sub-committee of the Research Committee, chaired by the Assistant Dean (Graduate Research) or their nominee. Applications will be judged on the following criteria:

- the quality of the project
- the appropriateness to the project of the activities proposed, and
- the applicant's ability to undertake the project, including satisfactory progress of their research to date.

The sub-committee will determine the amount to be awarded. The sub-committee reserves the right to seek further quotes and may decide to fund less than the amount requested. The decision of the committee is final. Applicants will be notified in writing of the outcome of their application.

3.3 Payment and Management of Funds

Successful applicants will be advised how to access their funds in their letter of award.

Funds can only be spent on the activities described, in the candidate's funding application and/or award letter. Requests to vary the purpose of funding, e.g. travel to a different destination, must be made via email to both the Assistant Dean (Graduate Research) and ABP Research support team, submitted at least four weeks prior to travel.

Funds must be spent within twelve months of the date of award. Should recipients be unable for any reason to undertake the approved fieldwork or data collection, they should notify the ABP Research support team as soon as possible. Recipients may be required to repay to the Faculty any unspent funds or funds spent on unapproved purposes.

3.4 Reporting Requirements

All recipients of the PhD Fieldwork and Creative Works Grant must submit a report on their funded fieldwork activities on completion. The report template will be provided to successful applicants on award. Upon completion, recipients may also be asked to present their findings in a group seminar.

4. Tools

Applicants should refer to the following related documents and resources:

Faculty Guidelines

- R-30: MPhil Formal Review and Conversion to PhD
- R-31: PhD Probationary Candidature and Confirmation
- R-22: Graduate Research Conference Presentation Grant

Research Ethics

<https://gateway.research.unimelb.edu.au/resources/ethics-and-integrity/human-ethics-human>

UoM Guidelines for Graduate Research Study Away

<https://gradresearch.unimelb.edu.au/being-a-candidate/study-away>

UoM Student Travel and Transport Policy (MPF1209)

<https://policy.unimelb.edu.au/MPF1209>

UoM Guidelines for Travel and Off-Campus Work (includes risk assessment processes)

<https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work>

UoM Travel Insurance

<https://students.unimelb.edu.au/student-support/advice-and-help/insurance>

DFAT travel advisory website

<http://www.smartraveller.gov.au/>

5. Responsibilities

Applicants – ensure applications are complete and submitted by the due date

Supervisors – provide application supporting statements; ensure fieldwork is appropriate for the project; undertake appropriate due diligence in approval of the risk assessment form

Associate Dean (Research) – has oversight of the PhD Fieldwork grants program and makes determination on matters where this policy is silent, reports to Faculty Executive on scheme outcomes and makes recommendation on refinements to policy

Assistant Dean (Graduate Research) – has oversight of selection processes and chairs PhD Fieldwork Grants selection committee and reports to the Associate Dean (Research) matters for executive decision and suggestions for refinements to policy.

Research support team– ensures the appropriate implementation of the PhD Fieldwork Grants program, including establishing timelines, monitoring expenditure against budget and allocation of resources.

Successful applicants – purchase fares and arrange all payments; ensure funds are spent as outlined in application and/or submit requests for variations to funding to ABP Research Office; ensure compliance with all Faculty and University policies regarding travel on University business; arrange ethics approval for any research and data collection involving people; ensure permission is sought from Academic Registrar for travel to any destinations flagged by DFAT as high risk; ensure leave to study away forms are submitted prior to travel; undertake field work risk assessment and management; submit reports to ABP Research Office upon return from fieldwork (see Attachments).

6. Definitions

Key Term / Acronym	Definition
DFAT	Department of Foreign Affairs and Trade
Essential data collection	an activity that is necessary for the data to be obtained and without which the research cannot proceed and the thesis not be completed
Primary fieldwork site	location (nearest city or town) where fieldwork will take place