

FACULTY OF EDUCATION GRADUATE RESEARCH FUNDING REIMBURSEMENT APPLICATION FORM 2025

FoE provides financial assistance in the form of a reimbursement to Graduate Research students to undertake specific activities directly related to their thesis. Applicants should refer to the 2025 FoE Guidelines for Graduate Research Resources to check eligibility and conditions. * NB: Full-time candidates maximum **\$2,000** per calendar year, part-time candidates maximum **\$1,000** per calendar year. ** Payment to part time candidates are subject to tax.

LAST DAY TO RECEIVE 2025 APPLICATIONS FOR REIMBURSEMENT IS COB MONDAY 15 DECEMBER 2025. ANY APPLICATIONS RECEIVED AFTER COB 15 DECEMBER 2025 WILL NOT BE PROCESSED

CHECKLIST		SUBMISSION	
☐ Ensure copies of relevant <u>paid tax invoices /receipts of approved items</u> are provided. ☐ ORCID unique identifier MUST BE INCLUDED ☐ If applicable, provide confirmation of conference paper/poster acceptance. ☐ Obtain your supervisor's recommendation and signature. ☐ If applicable, attach ethics approval letter & email confirmation form your supervisors as to what was approved to be reimbursed. ☐ If presentation at a conference/undertaking fieldwork (interstate/overseas), you MUST include your Study Away <u>approved form ID</u>		You must use this reimbursement form as other forms will not be accepted Submit all documents as a single pdf to: foe-gradresearch@unimelb.edu.au Subject: FoE Graduate Research Funding Application- [Student Id] [Student Name] <u>If your application is not a single pdf file, the application will NOT be processed. The incomplete application will be returned to you.</u>	
APPLICANT DETAILS			
Family name		Student number	
Given name(s)			
Study Away Approval	Provide Form ID and approval		
ORCID unique identifier			
Ethics Approval	Provide Ethics approval letter and describe what type of reimbursement has been approved and email confirmation from your supervisors		
Current degree	☐ PhD ☐ DEd ☐ MEd (Research) ☐ Other (please specify):		
Full-time or part-time status	☐ Full-time ☐ Part-time ☐ Date Confirmed		
Request description	☐ Conference presentation ☐ Transcription ☐ Fieldwork ☐ Thesis editing ☐ Other (please specify):		
Total value for reimbursement	\$ (\$AUD) (cannot exceed \$2,000 for full time GRs or \$1,000 for part time GRs)		
SUPERVISOR RECOMMENDATION			
I can confirm that this research activity is directly related to the student's thesis topic. I recommend that this application be considered for funding reimbursement.			
Name			
Signature		Date	

APPLICATION ASSESSMENT (OFFICE USE ONLY)			
Outcome	☐ Supported ☐ Not supported		
Total amount payable	\$	\$(AUD)	
<i>Manager, Research & Industry, MERI</i>		Signature	Date