

FACULTY OF EDUCATION

GUIDELINES FOR GRADUATE RESEARCH SUPPORT FUNDING 2025

PURPOSE

The Faculty of Education (FoE) values the contribution of Graduate Researchers to the research and intellectual vigour of the faculty. To enable Graduate Researchers to participate in the academic environment and successfully complete their research program, the faculty provides research support funding to assist in this endeavour.

Please note that research support funds are only provided as reimbursement on presentation of paid tax invoices and receipts. In the event that upfront payment is difficult, Graduate Researchers are encouraged to seek assistance from the University's [Financial Aid](#) Office (see Section 9).

The last day to receive completed 2025 applications for reimbursement is COB Monday 15 December 2025. Any applications received after COB Monday 15 December 2025 for reimbursement of costs incurred in 2025 will not be processed.

ELIGIBILITY

Graduate Researchers (part time and full time) in a research-classified postgraduate degree at FoE who are:

- **currently enrolled**
- **have been confirmed in their candidature**
- **have not submitted their thesis**
- **have a valid [ORCID unique identifier](#).**

FUNDING CONDITIONS

Annual funding limit

Each Graduate Researcher who meets the above eligibility requirements can apply for research support funds of up to **\$2,000 (\$1,000** for part-time GRs) per year. Payment to part time candidates is subject to tax.

Research support funds cannot be accumulated across years. **Funds can only be requested for research activity or research activities that are completed during 2025.** Funds must also be requested in 2025 when the activity took place. Requests for research activities undertaken in the previous year will not be eligible for reimbursement.

If applying for conference or other travel funding, Graduate Researchers, at the time of application, must have a thesis submission date that is later than the expected date of travel or conference attendance.

FUNDING COVERAGE

Graduate Researchers can apply for FoE research support for the following activities detailed below:

1. Research conference presentation
2. Fieldwork
3. Participant reimbursement
4. Statistical services and other research-related services
5. Third Party Assistance

1 [Research conference presentation*](#)

- 1.1 Funding can be requested to reimburse the costs associated with the **presentation of a paper or poster** at a local, interstate or international conference directly related to the Graduate Researchers' thesis.

- 1.2 Documentation (such as email from conference organisers) is required to indicate the acceptance of the paper or poster at that conference.
- 1.3 Conference-related costs that may be reimbursed include airfares, accommodation, conference registration and visas, for which you have paid tax invoices and receipts. Food and beverages are not included. *Our emphasis is on reimbursing major costs, which would otherwise be a barrier to attendance.*

Please note:

- Graduate researchers must have approved Study Away before traveling to conferences both domestic and international. Graduate Researchers WILL NOT be reimbursed unless they already have approved Study Away. This cannot be applied retrospectively;
- Graduate Researchers need approval from their supervisor and abide to [University travel policy](#) and the [Covid-19 Travel advice](#);
- Graduate Researchers must register their travel using the Online Student Registration System, via the [Insurance Office](#) at least 5 University business days prior to their departure date. This is a separate application from the application to Study Away.

NOTE: Graduate Researchers must have 'Satisfactory Progress' recorded over the last 12 months when claiming expenses for travel related to presenting at a conference.

2 [Fieldwork](#)

- 2.1 Reimbursement funding can be requested to support interstate or international travel for data collection, archival research or other fieldwork activities that are directly related to the Graduate Researcher's thesis.
- 2.2 Documentation is required to indicate approval/invitation for fieldwork as well as the **ethics approval** to undertake this fieldwork.

Please note:

- Graduate Researchers must have approved [Study Away](#) before traveling for fieldwork both domestic and international. GRs WILL NOT be reimbursed unless they already have approved Study Away. This cannot be applied retrospectively.
- Graduate Researchers must register their travel using the Online Student Registration System, via the [Insurance Office](#) at least 5 University business days prior to their departure date. This is a separate application from the application to Study Away.
- Leave will be contingent upon the current Department of Foreign Affairs and Trade (DFAT) advice in respect to level of safety of overseas destination. The Department's [Smart Traveller](#) web site contains current information on the level of safety of overseas destinations and is also available through the University's [Insurance Office](#).

3 [Participant reimbursement](#)

- 3.1 Funding can be requested for the purchase of incentives for participant participation (eg gift vouchers). Ethics approval **must** state that participants will be reimbursed for their time when participating in the research project and correspond to what is being requested for reimbursement.
- 3.2 Current ethics approval **must** be provided.
- 3.3 Email **confirmation from the Graduate Researcher's supervisors** confirming the type and value of the reimbursement.

4 [Statistical assistance and other research-related services](#)

- 4.1 The Graduate Researcher Statistical Assistance Scheme (GRSAS) offers 10 free hours of consulting over their candidature conditions apply. **For further details please contact the [Statistical](#)**

Consulting Centre. Funding to support statistical consulting beyond the ten free hours is eligible for support.

4.2 Transcription or translation services directly relevant to the Graduate Researcher's thesis may be funded, providing the supervisor agrees they are necessary.

4.3 Specialist research methods training courses eg [ACSPRI](#) course.

5 Third Party assistance

5.1 Some kinds of third party assistance, such as the use of Research Assistants or editorial assistance is eligible for support. Please note that if using editorial assistance, a statement around third party editing must be [included in the Preface of the thesis](#).

FUNDING APPLICATION PROCESS

6 Application preparation

Step 1: Complete the Graduate Research Support Funding Application Form from [Canvas](#).

Step 2: Include evidence of paid original tax invoices/receipts of approved items. You must include your [ORCID Unique Identifier](#). Include, where applicable, ethics approval **Ref ID and copy of approved/amended application**.

Step 3: For approval, obtain your supervisor's signature on application form.

Step 4: Submit completed application (**single pdf file**) by email to foe-gradresearch@unimelb.edu.au.

If the application does not include copies of the paid tax invoices/receipts and your ORCID ID and any other approvals outlined in these guidelines, and not submitted as a single pdf file, the application will NOT be processed.

Application submission

- All research supporting funding applications will be reviewed by the Melbourne Education Research Institute (MERI).
- When approved, a confirmation email will be sent by MERI to the Graduate Researcher.
- Payment is processed by Finance. Once processed by Finance, it is anticipated that reimbursement will be received in the next university pay run.
- Funds are reimbursed to the GR provided account through an Electronic Funds Transfer (EFT)

FUNDING EXCLUSIONS

7 Items not eligible for funding include:

- 7.1 General-purpose software (refer to clause 8 regarding university provided software), hardware (including laptops, printers, mobile phones, audio voice recorders, cameras, video recorders), stationery, journals, books or other publications. To suggest a resource to be bought for the collection please email libraryresearch-tickets@unimelb.edu.au
- 7.2 Thesis binding and/or printing.

OTHER RESOURCES PROVIDED BY THE UNIVERSITY

8 Software licenses

8.1 Information Technology Services (ITS), on behalf of the University, holds site licenses for a number of statistical packages. Access to these can be provided by ITS.

Please contact ITS on (03) 834 40888.

8.2 The university has a list of [software](#) available to download on your personal device. Please view full list of Software for students

9 [Financial Aid](#)

- 9.1 In the event that a Graduate Researcher is unable to pay for the upfront costs of relevant expenses, the University's [Financial Aid](#) Office offers student loans that are 'subject to approval'.
- 9.2 Graduate Researchers can apply for a short-term student loan of up to \$1,000 for a maximum of six months or a long-term student loan of up to \$5,000. Long-term loans will require a suitable guarantor. Repayment terms vary and are contingent on the circumstances of each student. Additionally, both short and long-term loans are interest free. Contact the University's Financial Aid Office for more information and/or to schedule an appointment.

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.