

GRADUATE RESEARCH

DIRECT RESEARCH COST ALLOWANCES

AUSTRALIAN GOVERNMENT RESEARCH TRAINING PROGRAM (RTP)

Section 1 – Audience

- (1) These guidelines apply to University of Newcastle staff and Higher Degree by Research candidates who can apply to access allowances (direct research costs) provided by the Australian Government Research Training Program and the University of Newcastle.

Section 2 – Context

- (2) The University of Newcastle is committed to providing funding to all eligible HDR candidates to assist with ancillary costs of their Higher Degree by Research. Each candidate is allocated funding on a yearly basis which is administered through the schools.

Section 3 – Definitions

HDR means Higher Degree by Research program (ie, a Doctor of Philosophy (PhD) or Master of Philosophy (MPhil))

RTP means the Australian Government Research Training Program

University means the University of Newcastle

Section 4 – Eligibility

- (3) Enrolled HDR candidates who are within time (four years for PhD or two years for MPhil full-time equivalent) and are not currently on a leave of absence are able to apply for an allowance.
- (4) The annual funding allocation for each HDR candidate lapses:
 - a. at the end of each calendar year (funding must be dispersed in accordance with normal university purchasing requirements no later than 1 December)
 - b. when the candidate submits their thesis; and/or
 - c. when the candidate is enrolled after their program end date

Section 5 – Allowance Allocations

- (5) Each eligible HDR candidate is allocated an annual allowance administered through their school. Candidates enrolled in [high cost programs](#) can apply for an annual funding allocation of \$2,000 and candidates enrolled in [low cost programs](#) can apply for an annual funding allocation of \$1,500.
- (6) High cost and low cost programs are determined by the classification of the field of education in the *Commonwealth Scholarship Guidelines (Research) 2017*.
- (7) Successful applications for allowances for domestic students are funded by the Australian

Government Research Training Program. Successful application for allowances for international students are funded by the University of Newcastle (operating funds).

- (8) Eligible candidates enrolled on a part-time basis are able to apply for funding at 50% of the nominated rate.

Section 5 – Application Process and Documentation

- (9) To apply, eligible HDR candidates are to submit the [Direct Research Costs - School Application Form](#) to their respective School office.
- (10) All submitted applications require supporting documentation including quotations, budgets, supervisor support, details of the funding request, and justification of relevance to research.
- (11) Quotations should be obtained, and expenses must be approved prior to the purchase/booking by the candidate and must be directly attributable to the HDR candidate and their research project.
- (12) Eligible expenses must be ancillary to research. Appropriate uses of this funding includes, but is not limited to: conference registration, travel, publication expenses, laptop and software costs, training courses, specific expertise or facilities, internship costs, research training support, data collection and analysis costs, thesis proof-reading and editing, and consumables.
- (13) Eligible costs must be directly attributable to the HDR candidate (ie, laboratory costs are not within the scope of this guideline)
- (14) Any travel must be booked through the institutional booking system and comply with university guidelines relating to travel.

Section 6 – Governance

- (15) Successful applications must be approved by the Deputy Head of School Research Training.
- (16) Schools are responsible for processing, reconciliation and records management for funding administered by the school.
- (17) Assistant Deans (Research) in each College and the Dean of Graduate Research are responsible for the monitoring of spending on a monthly basis through the Research Training Sub-Committee in collaboration with the Research and Innovation Finance Business Partner.
- (18) Yearly allocations for each candidate will be transferred to each school based on forecasted EFTSL at the beginning of each calendar year. All unspent funding administered by the schools will be returned to Graduate Research.

Status and Details

Status	Current
Effective Date	1 January 2023
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