

Funding period: **January – December 2018**

Closing date for applications: **12th January 2018**
OR within 4 months of commencing
Research Higher Degree (for new students).

1. Purpose of Research Student Maintenance

- Research Student Maintenance (RSM) is offered by the College Research Committee. It assists with the cost of research projects being undertaken by Postgraduate students completing a Higher Degree by Research.
- The RSM allocation is a grant-in-aid for maintenance and consumables. The amount offered is a contribution to the total maintenance costs and may not cover all expenses associated with a student research project.
- Postgraduate Higher Degree Research students may be eligible for up to \$2000 per year.

2. Eligibility

- RSM will only be awarded to candidates enrolled in a Higher Degree Research in the College of Medicine and Public Health.
- Students will not normally be eligible for RSM after the fourth full-time equivalent (FTE) enrolled year of a PhD or MD degree, or after the second FTE enrolled year of a Masters degree.
- Students who upgrade their Postgraduate qualification (eg from Masters to PhD) are only entitled to a maximum of four FTE years of RSM. (I.e. the years spent on the former degree are counted towards the four year FTE RSM limit of the PhD).
- The RSM allowance is calculated as follows:
 - Full-time students enrolled for two semesters in one year will receive the maximum allowable amount of RSM;
 - Part-time students will receive half the maximum allowable amount of RSM;
 - Students enrolled full time for one semester will receive half the maximum allowable amount of RSM.

3. Acceptable use of RSM funds

- First year Postgraduate Higher Degree Research students may elect to receive a new laptop computer for use during their candidature. The College RSM Administrator will process these RSM requests and allocate funds (equivalent to one year FTE of RSM) to the supervisor. The supervisor accepts responsibility for purchasing, dispatching and maintaining laptops loaned to Higher Degree Research students. This must be done in accordance with College procedures and [Flinders University Information Technology Services \(ITS\) procurement guidelines](#).
- The RSM allocation may also be used for:
 - Chemicals /reagents
 - Subject payment
 - Minor equipment
 - Photocopying
 - Software
 - Slides, microfilms
 - Stationery, disks, tapes
 - Computer ink
 - Transcription
 - Survey questionnaires
 - Travel within Australia to attend Flinders University for Research Week
 - Australian field travel
 - International field travel for data collection purposes
 - **Supplement only to the \$500 College Student Conference Travel allocation** towards Conference travel costs.
 - Open Access publication fees **only in journals ranked as Q1** in the latest SCImagoranking. Please refer to <http://www.scimagojr.com/journalsearch.php>
- Reference Books / Government reports - may be requested through the College RSM Administrator (health.research@flinders.edu.au). Please note, these resources remain the property of the University.

4. Unacceptable use of RSM funds

- The RSM allocation must not be used for costs associated with publications^{*}, thesis production, conference travel^{*}, conference registration or purchasing additional computers. The College offers a [RHD Publication Award](#) and a [Student Conference Travel Fund](#) to assist with expenses. Student Finance offers a [Thesis Allowance](#) to assist with thesis production costs
 - [Scholarships](#) are available to assist with conference expenses.
 - Students who wish to undertake a field trip overseas^{*} should apply to Student Finance for an [Overseas Field Trip Award](#).
 - Membership subscriptions
 - Training courses
 - Workshops
- (*) *except for exceptions listed in 3. Acceptable use of RSM funds*

5. Submission of applications

- Applications must be submitted by email to health.research@flinders.edu.au by closing date above.
- New students should apply within four months of commencing the Higher Degree Research.
- Applications from continuing students that are received after the closing date must be accompanied by a letter from the student's supervisor, explaining the reasons for the late application.

6. Spending RSM funds

- The student's supervisor is responsible for ensuring that RSM funds are expended in the best interests of the student.
- Funds may not be used under any circumstances to finance travel by the supervisor.
- Funds are not automatically allocated. An application form is required each year.
- Funds must be spent, for the purpose indicated, by 30th November in the same year as funds are allocated.
- Unspent funds may not be carried forward to the next year without the prior approval of the College Research Committee.
- Requests to carry forward RSM funds should be emailed to health.research@flinders.edu.au before 30th November in the same year as funds are allocated.
- The College Research Committee may audit RSM accounts at any time.

7. Contact

- Questions should be directed to the College RSM Administrator.
- Phone: (08) 8201 5892
- Email: health.research@flinders.edu.au



College of Medicine & Public Health Postgraduate Research Student Maintenance (RSM)

Office use

Research Student Maintenance **contributes** to expenses incurred by Higher Degree Research Students during the course of their research project. RSM may be used for such items as photocopying, microfilms, slides, tapes, chemicals, field travel for data collection and minor equipment. The allocation may *not* be used for costs associated with thesis production or conference travel. Refer to the RSM Guidelines for full details.

PART A: STUDENT DETAILS

Given name	<input type="text"/>	Family name	<input type="text"/>
Student number	<input type="text"/>	FAN	<input type="text"/>
	<input type="text"/>		
Contact Address	<input type="text"/>		

Please note, students will only be contacted via their Flinders University allocated email address.

PART B: ENROLMENT DETAILS

Title of project	<input type="text"/>		
Year commenced	<input type="text"/>	Principal supervisor	<input type="text"/>
Degree	PhD DrPubHlth		

Proposed enrolment

Year:	<input type="text"/>	Semester 1:	Full time	Part time	Not enrolled
		Semester 2:	Full time	Part time	Not enrolled

PART C: LAPTOP REQUEST

I am in my first year and would like to request a laptop computer Yes No

(Note: Procurement and purchasing must be facilitated and managed by the student's supervisor through the College in consultation with [Information Technology Services](#))

PART D: AUTHORISATION

Student signature	<input type="text"/>	Date	<input type="text"/>
Principal supervisor signature	<input type="text"/>	Date	<input type="text"/>

Applications must be submitted by email to health.research@flinders.edu.au