



FACULTY OF BUSINESS AND ECONOMICS

Fieldwork in Asia

RIADY SCHOLARSHIP

Applications close 01 October

APPLICANT DETAILS

PERSONAL INFORMATION		
Student ID		
ORCID ID (Required)		
Graduate Researcher Name		
Principal Supervisor		
Department		
Discipline		
Thesis Title		
Confirmation Date		
Upcoming Review Date		
TRAVEL DETAILS		
Departure Date from Melbourne		
Return to Melbourne Date		
Trip length	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Less than 6 months
Number of Days/Weeks/Months of fieldwork-related travel	DATES (inclusive)	LOCATIONS
How many days/weeks of "incidental personal travel" will	DATES (inclusive)	LOCATIONS

you take on this trip? Provide dates and location/s		
I have read the University's Student Travel and Transport Policy MPF 1209	<input type="checkbox"/> I am aware of the additional conditions for overseas travel	<input type="checkbox"/> I am aware of the additional conditions for graduate researchers
I have read the University's Student Travel Insurance Policy	Student Travel Insurance Policy Wording	Signature
I have read the University's Student Travel Insurance Certificate	Student Travel Insurance Certificate	Signature
<p>I am aware that if this trip includes any personal travel to international destinations, I am not to take any University of Melbourne assets with me, including mobile phones, tablets and computers.</p> <p>Signature</p>		
HUMAN ETHICS		
Does your fieldwork activity/purpose for travel require Human Ethics approval ? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, I have planned accordingly	Human Ethics: Applications and Approval Timelines	Signature
<u>HEALTH, SAFETY AND RISK CONSIDERATIONS (MUST COMPLETE ALL SECTIONS)</u>		
<p>COVID-19:</p> <p>Until further notice, for all new travel, graduate researchers are required to identify and demonstrate the capacity to manage any COVID-19 associated risks. Attach documentation to your Study Away form that addresses the following or complete the University's Low-Risk Destination Health and Safety Risk Assessment form and attach that to your Study Away Application.</p> <p><input type="checkbox"/> Local COVID-19 requirements at:</p> <ul style="list-style-type: none"> • any transit destinations/locations • your destination location/s • your accommodation arrangements • your host organisation's requirements • your conference facility requirements • and/or any other place you will be attending <p><input type="checkbox"/> Current or potential border restrictions that may impact your travel plans, including:</p> <ul style="list-style-type: none"> • Restrictions on re-entry to Australia, • Potential for compulsory quarantine 		

If you encounter re-entry restrictions/quarantine, have you considered the possible impact on:

- Work
- Family or personal commitments
- Health
- Your Melbourne accommodation arrangements

HIGH-RISK DESTINATIONS

The University defines a *high risk destination* based on [Department of Foreign Affairs and Trade](#) (DFAT) advice levels. Currently the University determines this with the following advisories:

- Level 3 - Reconsider your need to travel (all regions)
- Level 4 - Do not travel (all regions)
- The University General Counsel provides the following advice to be considered by anyone travelling on university business and supervisors before approving international travel:
 - [Travel advice - Iran](#)
 - [Travel Approval Alert](#)
 - [Travel advice - Hong Kong](#)
 - [Travel advice - Research in Indonesia](#)

In these instances, a **Study Away** form must be submitted **at least 2 months prior** to your date of travel.

Are you planning to travel to any high-risk destinations as part of this trip? YES NO

You have attached a [Travel to high risk destinations risk assessment form](#) to your **Study Away** form.

Please note: the University will not approve or provide support for personal travel to high-risk destinations. See the [Travel and off campus work](#) page for further information.

FIELDWORK

Fieldwork risk assessment

- You have attached a [fieldwork risk assessment form](#) to your **Study Away** form
- If any fieldwork activity is considered as medium risk or higher, [a fieldwork plan](#) must be attached to your **Study Away** form and lodged **at least two months prior** to your trip dates.
- You have downloaded a copy of the [University's Fieldwork Guidelines](#)

MEDICAL INFORMATION

The University recommends that you report any physical or medical conditions which may affect your comfort or safety or the safety of others **in the event of accident or emergency during travel and/or an off-campus activity.**

This information is designed to assist. Medical information provided to the University of Melbourne is subject to the University's [Privacy Policy \(MPF1104\)](#).

You can opt to lodge [this form](#) as part of your **Study Away** application

The [University Health Service](#) offers extensive travel health care services including first aid kits and emergency trauma kits, mosquito nets, water purifying solutions, medication travel packs, malarial prophylaxis and many vaccines including Yellow Fever. **Immunisation can take up to 6 weeks.**

You have completed a **Pre-travel health check** (required)

STUDY AWAY APPLICATION DETAILS

Leave to Study Away **FORM ID**

Date Submitted / to be Submitted for processing:

Itinerary Checklist: A [travel itinerary with the following information](#) must be included in your study away application.

- Addresses of all accommodation arrangements
- Addresses of sites/institutions/locations where your research will be carried out
- Name and contact details of a contact person onsite for the duration of your fieldwork
- Phone number(s) where you can be contacted while you are travelling
- Indicate If you are a citizen of a country you intend to visit as part of this trip and/or you intend to stay in your family home
- If applicable, an explanation of how you will mitigate risks outlined by the Department of Foreign Affairs and Trade on [Smartraveller](#)

GRANT FUNDING DETAILS

PREVIOUS FBE-GRATS TRAVEL FUNDING RECEIVED

Have you received **FBE-GRATS** funding before?

YES NO

STUDY AWAY Form ID

FBE-GRATS Amount Awarded:

Leave to Study Away Form ID

\$

Leave to Study Away Form ID

\$

Leave to Study Away Form ID

\$

INCOME

List all current graduate research scholarships (**Example:** *Australian Government Research Training Program Fee Offset Scholarship; Australian Government Research Training Program Stipend Scholarship; Melbourne International Research Scholarship* etc.)

Will you be seeking FBE-GRATS funding for your Fieldwork trip? If yes, please state how much you intend to apply for from that scheme.

\$

Department Funding (for example, the **FBE-GREG** scheme, ARC project funding, supervisor's research funds etc)

TOTAL AMOUNT from your Department

\$

Other Sources of Income for this Trip (eg, savings, salary, loan, stipend etc)

TOTAL AMOUNT (Other Sources)

\$

TOTAL PROJECTED INCOME FOR THIS FIELDWORK TRIP

\$

YOUR RESEARCH TRAVEL BUDGET (EXPENSES)

TRANSPORT/TRAVEL COSTS (MUST PROVIDE COSTS FOR THE ENTIRE TRIP)

Airfare - International

\$

Airfare - Domestic

\$

Taxis/Uber

\$

Other travel, non-airfare

\$

Airport Transfers

\$

<i>Vaccinations/Medical Kit/Provisions</i>			\$
<i>Visas</i>			\$
TOTAL TRANSPORT AND TRAVEL			\$
ACCOMMODATION COSTS (MUST COMPLETE)	<i>Estimated Days</i>	<i>Daily rate</i>	
<i>Location 1</i>			\$
<i>Location 2</i>			\$
<i>Location 3</i>			\$
<i>Location 4</i>			\$
<i>Location 5</i>			\$
TOTAL ACCOMMODATION COSTS			\$
PER DIEM (MUST COMPLETE)	<i>Estimated days</i>	<i>Daily rate</i>	
<i>Meals</i>			\$
<i>Internet: Data/Calls/Roaming</i>			\$
<i>Incidentals</i>			\$
TOTAL PER DIEM COSTS			\$
FIELDWORK COSTS (MUST COMPLETE)	<i>Estimated Days</i>	<i>Daily rate</i>	
<i>Personnel</i>			\$
<i>(add details)</i>			\$
<i>Travel of Fieldwork Organisation contacts</i>			\$
<i>(add details)</i>			\$
<i>Survey Costs</i>			\$
<i>(add details)</i>			\$
<i>Materials and other inputs</i>			\$
<i>(add details)</i>			\$
<i>Other field costs</i>			\$

<i>(add details)</i>			\$
Total direct field costs			\$
Indirect charges from field organization			\$
TOTAL FIELDWORK COSTS			\$
OTHER FIELDWORK-RELATED COSTS			
<i>Data acquisition</i>			\$
<i>Materials and Supplies</i>			\$
<i>Other (please list)</i>			\$
TOTAL OTHER FIELDWORK-RELATED COSTS			\$
TOTAL FIELDWORK TRAVEL COSTS			\$

Eligible Fieldwork Costs:

What you can apply for

- travel and transportation costs
- equipment hire
- accommodation
- preventative medication
- exceptional living costs
- Reasonable internet costs
- Melbourne accommodation costs (utilities that are due while you are away, rent)
- language learning if essential for your fieldwork
- ancillaries –employing fieldworkers to assist with data collection or translators

Exclusions

- vehicle purchase
- conference costs
- stationery costs
- medical treatment
- purchase or hire of laptops, external hard drives, tablets or other portable devices

FIELDWORK TRAVEL PROPOSAL

STATEMENT OF PURPOSE (MUST COMPLETE PARTS A AND B)

A. Provide a short paragraph on your Fieldwork plan that addresses all the relevant points below (200 to 300 words):

- 1) Describe the fieldwork activities or purpose of this trip:
 - a. Provide details on the host organisation, field site or research institution that you will be travelling to and their significance to your discipline and to your fieldwork.
 - b. Describe the fieldwork methods to be used and the reason/s for selecting these methods
 - c. State the reason for the site selection.
- 2) Explain how your fieldwork contributes directly to your thesis project.
- 3) Describe your thesis research project in plain (non-specialist) language.
- 4) Indicate what [skills](#) you expect to develop, practice or capitalise on this trip.

B. List all research outputs you expect from this trip (eg, “select participants”, “observe participants”, “publish working paper in department”, “give department Brown Bag on x topic”, “report to department on trip”, “increase transferrable skills in x”, “develop research network in x”, “finalise survey results”, “refine questionnaire” etc).

APPLICANT'S DECLARATION

- I will email buseco-gradresearch@unimelb.edu.au if there is any change of consequence to the information that I have provided in this application.
- I will abide by the **Conditions of the Grant** as outlined in the FBE-GRATS Guidelines.
- I will **acknowledge all scholarship funding** I have been awarded for my research in all research outputs for and emerging from this trip.
- I have completed this form in its entirety and attached all relevant documentation
- I will abide by all relevant University of Melbourne policies while travelling, and in particular:
 - [Academic Freedom of Expression Policy](#) (MPF1224)
 - [Appropriate Workplace Behaviour Policy](#) (MPF1328)
 - [Authorship Policy](#) (MPF1181)
 - [Enrolment and Timetabling Policy](#) (MPF1294)
 - [Financial Code of Conduct Policy](#) (MPF1338)
 - [Freedom of Speech Policy](#) (MPF1342)
 - [Gender Affirmation Policy](#) (MPF1364)
 - [Graduate Research Training Policy](#) (MPF1321)
 - [Health and Safety Policy](#) (MPF1205)
 - [Information Security Policy](#) (MPF1270)
 - [Intellectual Property Policy](#) (MPF1320)
 - [Managing Conflicts of Interest Policy](#) (MPF1366)
 - [Privacy Policy](#) (MPF1104)
 - [Provision and Acceptable Use of IT Policy](#) (MPF1314)
 - [Research Data Management Policy](#) (MPF1242)
 - [Sexual Misconduct Prevention and Response Policy](#) (MPF1359)
 - [Student Conduct Policy](#) (MPF1324)
 - [Student Travel and Transport Policy](#) (MPF1209)

Signature		Date	
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Please email your Riady fieldwork form **as a pdf document** to buseco-gradresearch@unimelb.edu.au

The email **Subject Header** should include: "**FBE-FIELDWORK Application, STUDENT_ID, FIRST_NAME, FAMILY_NAME**" to ensure it is handled appropriately.

An application must be complete to be competitive.