



FBE Graduate Research Enhancement Grant Guidelines

Eligibility – Graduate Researcher

The Faculty of Business and Economics provides each graduate researcher with a \$15,000 grant that can be expended over the course of their candidature. To be eligible to access the funding at any given time, the graduate researcher:

- Be currently enrolled in the FBE Doctor of Philosophy course;
- Have confirmed their candidature;
- Formally lodge a timely Leave to Study Away application to cover the FBE-funded travel; and
- Have written approval from their Principal Supervisor and the Chair of the Supervisory Committee; and
- Have approval from the Head of Department.

Purpose of the Funding

Graduate researchers are able to access the Faculty's \$15,000 Travel Grant for the following purposes:

- Data collection-related expenses
- Purchase of appropriate survey panels
- Purchase of mailing lists and data sets
- Specialised research training (domestic or international)
- Airfares and other travel (conference and/or data collection)
- Conference/workshop registration
- Research site/Conference accommodation
- Visas and Permits
- Required immunisations (as recommended by smartraveller.gov.au)

University Infrastructure Support Principles:

Before making an offer of a place in a graduate research program, graduate research selection committees must ensure that facilities and resources are able to be provided to the applicant in accordance with the Selection and Admission Policy (MPF1295) and with the [principles for infrastructure support](#). All potential methodologies, data sources, training needs and information technology requirements must first be discussed between the graduate researcher and their Principal Supervisor as part of the graduate researcher's commencement and in accordance with the University's [Supervisory Agreement](#).

The FBE Research Travel Grant Process:

Each graduate researcher enrolled in the Doctor of Philosophy (Business and Economics) is allocated \$15,000 by the Faculty of Business and Economics for research enhancement. Funding is administered by Department Graduate Research Administrators. Graduate Researchers must have had their candidature formally Confirmed prior to receiving payment.

Graduate researchers will be able to download the relevant forms from the FBE Current Graduate Research website and submit these as part of their formal Leave to Study Away application. The FBE Graduate Research team will process the application and set up a Studentship request. The Melbourne Scholarships Office will then pay that money directly into the graduate researcher's bank account.

Travel related funding.

To ensure the safety and well-being of all graduate researchers as well as compliance with the University's policies, this process is administered and assessed only in conjunction with an approved Leave to Study Away application for travel.

University Travel Policies and Procedures:

You must consult the University's [Travel and off-campus work](#) website before planning any travel and visit the Graduate Research Hub's [Leave to Study Away requirements](#) page to apply.

Instructions to Graduate Researchers:

- 1) Download the **Travel Grant Funding tracker** from the FBE Graduate Research website. Please save the Funding tracker somewhere safe, so you can update it throughout your candidature. **Graduate researchers are responsible for keeping track of their funding over the course of their candidature.**
- 2) Get written approval from your Principal Supervisor, Committee Chair and Head of Department.
- 3) **For Travel funding** apply for Study Away.
- 4) Lodge grant request with you Department Graduate Research Administrator.
- 5) Department Graduate Research Administrator will process the request and confirm grant eligibility. They will lodge the payment request with the Melbourne Scholarships Office.
- 6) Funding is deposited into your bank account by the Melbourne Scholarships Office.