

SCHOOL OF PSYCHOLOGY  
POSTGRADUATE STUDENT RESEARCH BUDGET APPLICATION  
GUIDELINES AND INSTRUCTIONS 2019

- ALL students must submit a budget request to the Faculty of Health HDR Team before any funds will be approved for research.
- The budget application should be carefully constructed to ensure sufficient funding for the project you wish to complete.
- Your supervisor will assist with this process to ensure your program of research can be completed within budgetary constraints.
- Each budget is for the current year only regardless of when the application occurs, so please time your application and spending with this in mind.
- The funding must be spent by the end of November of each calendar year and the balance cannot be brought forward into the New Year.

### PROCEDURE

1. Discuss budget application with your supervisor.
2. Application form is available on the [HDR website](#).
3. **Discuss final application with supervisor and ensure it is signed both you and your supervisor.**
4. Please email application to the Faculty HDR Team via [health-hdr@deakin.edu.au](mailto:health-hdr@deakin.edu.au)
5. You will be notified by email within 7-10 days of submitting the application.

### GUIDELINES

Please use the following guidelines when completing the application form. Only budget items listed below will be considered.

1. A separate application is required for each student.
2. Use the following categories:
  - (a) Postage (incl. reply paid postage)
  - (b) Printing and stationery
  - (c) Physical equipment
  - (d) Personnel (only in special circumstances)
  - (e) Subject payment (only in special circumstances)
  - (f) Conference funding/Workshops
  - (g) Travel (only in special circumstances)
  - (h) Information and communication technology requirements
  - (i) Advertising
3. Equipment or tests purchased from your research budget belong to the test library and must be returned to the test library when the project is completed.
4. Please keep a copy of your submission for your own records.
5. Claims must be made in the same calendar year that the expense occurred and must be submitted by 30 November of each year.

## INFORMATION REGARDING BUDGET ITEMS

### POSTAGE

No budget request needs to be made for out-going mail. This is currently funded by the School from other sources. **However, the cost of postage for Reply Paid into the University must be accounted for in your budget.** The costs of envelopes, both out-going and Reply Paid, also need to be included in your budget. See attached Stationery Price List.

### REPLY-PAID ENVELOPES

Students using reply-paid envelopes for their research must **ENSURE THEIR NAME IS CLEARLY WRITTEN IN THE LEFT-HAND CORNER ABOVE THE SCHOOL OF PSYCHOLOGY.** If this is not included then replies will not be sent directly to you and may in fact be lost or discarded. This is a costly exercise and should be treated with due consideration.

### PRINTING & STATIONERY

See attached list for stationery, postage and printery costs. Funding is not normally provided for stationery items other than listed. Budget funding is not provided to photocopy research articles.

### PHYSICAL EQUIPMENT

Minor equipment/materials and tests will normally be funded. Equipment and test requests must be accompanied by a precise specification and a written quotation including GST. Major equipment requests will be considered on an individual basis by the R & RT Committee. If you have approval in your budget to purchase equipment or tests for your research project you will need to email the contact person from the School and include the written quotation. All equipment and tests remain the School's property and must be returned upon completion of the project.

### PERSONNEL

Funding will not normally be provided for assistance with data collection, tape transcription, data coding or analysis. It is expected that the student will undertake such tasks as a necessary part of their project. However, support will be considered in some circumstances which may include a requirement for more than one person to be present during data collection, the necessity for an experimental confederate or assistant, and the necessity for inter-rater reliability. Funding requests in this area must be accompanied by a strong rationale and will be considered on an individual basis by the R & RT Committee.

### TELEPHONE

Telephone calls for recruitment or interview purposes can be made from within the School and, as such, will usually not be separately funded.

### SUBJECT PAYMENT

People will not normally be paid for their participation in student research projects. Payment in the form of an honorarium (not an hourly rate) may be made under circumstances such as where the requirements are especially arduous or unusual (i.e. experimental studies or long (2 hours) interviews).

**Ethics: You must indicate whether or not DUHREC/HEAG approval for payment has been granted.**

As a guide to participant payments, you should indicate (and justify) the level of payment you are requesting based on the 2 general principles: (1) inconvenience/time/effort, (2) need for incentive. For “prize” incentives, individuals can “pool” their funding to purchase shopping vouchers.

If subject payment is approved by the Faculty HDR Team then the following procedure applies: A ‘Statement of Participation’ form (available from the School) or a spreadsheet should be prepared and signed off by each participant. It is important to keep record of the participant, project title, amount received, date the subject attended and the time taken to complete. This should be kept by the student and then stored with the other confidential data for the same period required by the University.

### **CONFERENCE AND WORKSHOP ATTENDANCE**

Students who present their thesis work at a conference will be eligible for up to \$500.00 providing they have proof of their attendance and confirmation of their presentation. Total funding up to \$1,000 may be considered if the student has a Q1 peer-reviewed publication and the conference aligns with the strategic research direction of the School. Please attach a list of publications. **Please note students will be eligible for conference funding through this scheme only once during the course of their candidature. Conference funding will only be available up until the 3 ½ year point of their candidature. Please DO NOT book any flights as you will not be reimbursed if you pay for it yourself. All flights must be booked through Deakin University’s preferred travel provided (CTM at time of writing). Travel information will be provided with budget approval.**

External training opportunities (i.e., formal workshops/short courses) will be considered where (a) the training is not available within Deakin University and (b) the training is critical to the student’s research.

### **TRAVEL**

Students are not able to claim for mileage. However, other travel (i.e. to collect data) may be claimed in exceptional circumstances. Students need to provide a clear and detailed rationale for this request.

### **INFORMATION AND COMMUNICATION TECHNOLOGY REQUIREMENTS**

Students are eligible to receive funding for essential software, online services and/or audio-video production. Applicants are advised to consult with the Behavioural Health and Technology Unit (via Luke Barisic in the first instance) to discuss requirements. Please note that Qualtrics is the preferred survey engine as Deakin already has a license for this.

### **ADVERTISING**

Students may be able to receive funding for advertising if other methods of participant recruitment have not been successful or a large sample is required. Details justifying the request need to be provided.

### **RECEIPTS**

Original receipts for items purchased yourself are essential for any item approved in your budget. **Reimbursements will not be made without original receipts.** Therefore, please ensure you receive a formal receipt or tax invoice. **Please note that EFTPOS receipts are NOT official tax invoices and will not be accepted.**

The actual receipt/tax invoice stating what the items are that were purchased must be submitted when claiming reimbursements.

This may seem tedious at the time but is essential to expedite the payment process and also to ensure that you have accurate records of your spending with relation to your research projects.

For any further questions or reimbursement, claims please email Faculty HDR Team at [health-hdr@deakin.edu.au](mailto:health-hdr@deakin.edu.au)

### STATIONERY COSTS

#### *Standard Deakin Envelopes (Plain)*

Small Envelopes (DL) (120 x 235mm)	Box 500	\$45.89 (.09c each)
Medium Envelopes (C5) (229 x 162mm)	Box 500	\$121.78 (.24c each)
C4 Envelopes (324 x 229mm)	Box 250	\$79.05 (.31c each)
B4 Envelopes (353 x 250mm)	Box 250	\$178.06 (.71c each)

#### *Reply Paid Deakin Envelopes*

Small Envelopes (DL) (120 x 235mm)	Box 500	\$95.00 (.19c each)
Medium Envelopes (C5) (229 x 162mm)	Box 500	\$120.00 (.24c each)
A4 Envelopes (324 x 229mm)	Box 250	\$95.00 (.38c each)

### REPLY PAID COSTS

#### *Return rate for mail via Deakin University Mail Room:*

Small letter (DL) 130 x 240 x 5mm (250g)	\$1.00 each
Large letter 260 x 360 x 20mm (125g)	\$2.00 each
Large letter 260 x 360 x 20mm (250g)	\$3.00 each
Large letter 260 x 360 x 20mm (500g)	\$5.00 each

## DEAKIN PRINTERY COSTS

### *Plain white paper:*

Single sided	\$0.07
Double sided	\$0.10

### *Coloured paper:*

#### **Pastels:**

Single sided	\$0.08
Double sided	\$0.11

#### **Bright Colours:**

Single sided	\$0.09
Double sided	\$0.11

### *Binding:*

Tape	\$2.20 per book (including plastic cover)
Comb	\$3.30 per book (including plastic cover)
Wire	\$1.65 per book (including plastic cover)

**SCHOOL OF PSYCHOLOGY  
POSTGRADUATE STUDENT RESEARCH  
BUDGET APPLICATION FORM 2019**

Please read the instructions and guidelines BEFORE completing this form. **MAXIMUM 2 PAGES**

<b>Course</b>	<input type="checkbox"/> PhD	<input type="checkbox"/> DPsych	<input type="checkbox"/> Masters
<b>Surname</b>		<b>First Name</b>	
<b>Email</b>		<b>Mobile</b>	
<b>Title of project</b>		<b>Student ID</b>	
<b>Supervisor</b>		<b>Campus</b>	
<b>Synopsis of Project (Max. 1 page description)</b>			
<b>Previous Funding (If you have had previous funding for your project, please provide the amount and year.)</b>	<b>Enrolment Year</b>	<b>Year</b>	<b>Funding received</b>
			\$
			\$
<b>Requested Budget Items</b> (A detailed budget statement that includes at least the cost of each item, number of items required and TOTAL cost.)			
<b>Postage (incl. reply paid postage)</b>			
<b>Printing and Stationery</b>			
<b>Physical Equipment</b>			
<b>Personnel (under special circumstances)</b>			
<b>Subject Payment (under special circumstances – please specify ethics approval)</b>			
<b>Conference Funding (incl. air travel, accommodation, registration)</b>			
<b>Travel (under special circumstances)</b>			
<b>ICT/online requirements</b>			
<b>Advertising</b>			
<b>Total Amount</b>			
<b>Detailed Budget Rationale</b> A justification for each budget category that includes at least a rationale for the number of items required, the type of equipment and its purpose.			
<b>Other Comments</b>			
<b>Signature of Student and Supervisor</b>			
<b>We, the undersigned, acknowledge that this application meets the funding guidelines.</b>			
<b>Student</b>		<b>Date</b>	
<b>Supervisor</b>		<b>Date</b>	

