1. BACKGROUND

Fieldwork and Conference funding applications will be considered by the Faculty of Arts Fieldwork Sub-Committee.

The Committee’s principal function in relation to grants is to consider applications and make recommendations to the Dean. The Committee will consider applications for funds under three categories:

- fieldwork and research trips outside Canberra;
- other expenses for research; and
- conference attendance.

It seeks to assess the financial implications and not the academic merit of grant proposals but, in the interests of the Faculty’s budget, it does require students and supervisors to show how the proposed expenditure in the first two categories is necessary for the completion of the research for the student’s thesis and that the proposed fieldwork project is viable.

The Committee meets monthly between February and November. Supplementary meetings are held as necessary. Members of the Committee may be appointed to a sub-committee to make recommendations directly to the Dean in relation to (a) short term trips within Australia up to the value of $1,000; (b) conferences within Australasia; and (c) other matters deemed by the Assistant Dean (Postgraduate) to require attention before the next scheduled meeting of the full Committee. The Assistant Dean (Postgraduate) may recommend approval of grants of up to $300 without reference to the Committee. All matters recommended by the sub-committee and the Assistant Dean (Postgraduate) will be reported to the full committee.
2. RESPONSIBILITIES OF SUPERVISORS

Supervisors are expected to assist students in preparing applications and to attest to the academic merit and essential nature of particular proposals. Where a proposal involves interviewing specific individuals, supervisors are expected to provide confirmation of arrangements for interviewees. The GSC will not authorise the release of funds until Ethics Committee approval has been secured for such interviews. Where a proposal involves gallery, library or archival research, confirmation that the student has obtained access to these sources will be required. Please consult the following Website: http://www.anu.edu.au/ro/ethics/human.php

Supervisors should include a supporting statement (up to 500 words) explaining how a particular proposal relates to the student’s research and is essential to it.

The supervisor is also expected to comment on the appropriateness of the proposed budget. It is especially important that supervisors assist the Committee by providing detailed information - in appropriate cases - about the necessity of particular expenses and about rates of payment for guides, informants and other assistants.

The absence of such details may mean the application is returned to the student for further elaboration.

3. GUIDELINES FOR STUDENTS

The object of providing funds is to help students to complete a thesis and each applicant for funding will be required to show how a grant is necessary for the completion of their research.

Students holding a scholarship, which includes additional funding for research expenses, must notify the Committee of the extent of this funding. In such cases, applicants should approach the Committee only as the last resort.

Students are NOT automatically entitled to receive a grant, but all PhD and MPhil students - full-time or part-time, on scholarship or self-financed - are eligible to apply for grants.

- **PhD** students the maximum funding available during their on-course enrolment is currently $6,000, or, with fieldwork of more than six months justified duration, or in very exceptional circumstances, $7,500.
- **MPhil** students the maximum funding available during their on-course enrolment is currently $3,000.

The Committee will not consider submissions that are not clearly presented, or do not supply sufficient information to justify each item of expenditure.

It is important that the form be filled in with care and with the requisite detail to demonstrate the need for a grant and to justify the proposed budget.

Committee members are happy to give advice to students making applications for grants although, in the first instance, students should consult their supervisors.

Applicants for grants should reach the Faculty Office at least **TWO MONTHS** in advance of the proposed fieldwork. Applications should be delivered to the Faculty Office at least **TEN DAYS** in advance of the meeting. Each year’s proposed schedule of meetings will be circulated to School/Centre offices within the Faculty in December of the previous year.

The Committee will communicate the outcome of the application to the student within two weeks.

Students who believe there are grounds for reconsideration of an application should take the matter up with their supervisor or Head of School/Centre in the first instance.
4. FIELDWORK AND RESEARCH TRIPS OUTSIDE CANBERRA

The Committee may recommend a grant for return travel and a per diem allowance.

Grants are recommended on the basis of the cheapest means of travel available (for example, by bus or train in the Melbourne-Sydney region, and by similar public transport within other countries). Students who travel by more expensive means are responsible for the difference in cost.

The Committee assesses the per diem allowance and it will vary according to the location in which research is being conducted. The allowance does not aim to provide the full cost of food and accommodation and is paid regardless of the source and size of the student’s income, except where the student is already in receipt of research expenses. The per diem allowance is intended to subsidise additional expenses incurred on research trips and students will be expected to contribute at least $10 per day to their living expenses while in the field. This amount is derived from the minimal estimate of the costs they will have incurred if they had remained in Canberra.

Applicants should make as precise an estimate as possible of the anticipated living costs. The Committee will examine these estimates closely before making its recommendation on the per diem allowance to be awarded.

The Committee will NOT normally recommend support for a second overseas research trip and students and supervisors will need to mount a strong case for subsequent applications. Wherever possible, students proposing to make more than one funded research trip should, in submitting the initial application, inform the Committee of a possible future proposal. Failure to do so may result in the Committee not recommending grants for later trips.

5. OTHER EXPENSES FOR FIELDWORK/RESEARCH.

The Committee may recommend a grant to cover other expenses incurred in the field or for the completion of research in Canberra. Each claim will be evaluated on merit. Where appropriate, Heads/Directors of School should also submit with each application a statement about the availability of School/centre equipment (eg, camera, tape recorder) required for fieldwork.

Applications may be made for such expenses as:

- photocopying and photography, normally up to a maximum of $250;
- the purchase of microfilm and graphic materials;
- (research-related) excess baggage;
- visas;
- vaccines and essential medical supplies not covered by Medicare or by the University’s insurance policy for students on fieldwork;
- mosquito nets;
- field research assistants, field language consultants and informants – but note that the translation of documents will only be funded in exceptional circumstances;
- inter-library loans;
- videotapes needed for close and continuing study;
- other essential expenditure not covered above and deemed appropriate by the GSC.

The Committee will not normally fund:

- computers;
- stationery (including floppy disks);
- the cost of interview transcriptions;
- the translation of documents;
- sleeping bags;
- luggage (including swags);
- personal clothing;
- passports;
• recording equipment, i.e. cameras, videos, tape recorders. (There is an expectation that Schools/Centres will have equipment available to students for fieldwork research.)

6. GENERAL

Where Faculty funds are used to purchase items that have a continuing life beyond the duration of the research project, it is required that these items be returned to the Faculty for appropriate placement.

The Committee assumes that, where competence in a specific language is essential to a research project, Departments, Centres and Programs will have ensured where practicable that the student either has that competence before admission or acquires it through adjunct coursework at ANU before fieldwork. Where a good case can be made that this is not practicable (e.g. training is only available in the field area), the Committee will consider applications to cover language training fees in the field, or, if more cost-effective, elsewhere.

Insurance – The attention of all students embarking on fieldwork is drawn to the University’s policy document relating to personal accident and travel insurance. This document can be found on the ANU website at http://info.anu.edu.au/fbs/Business_Functions/Business_Travel/Business_Travel_Insurance.asp

Fieldwork grants will NOT be recommended in the following cases:

• for supervisors or advisors to visit students in the field;
• for the sole purpose of consulting specialists in the field of research or to consult external supervisors and advisors. (Students collecting research materials in particular locations may wish to consult appropriate specialists as an adjunct to the main purpose of the visit);
• for spouses, partners or dependents to accompany students on fieldwork or to attend conferences;

Release of funds greater than $1,000 will be conditional upon a satisfactory pre-fieldwork presentation. The form of this presentation is flexible, ranging from a formal departmental seminar to a presentation relating to the proposed fieldwork to the supervisory panel. The Head of School will be asked to certify that this presentation has taken place.

Within two months of completion of fieldwork, students must present a brief written report to their respective Heads/Directors of School/Centre accounting for the funds granted. Any money unspent must be refunded to the Faculty

7. CONFERENCE ATTENDANCE

Provided that a paper or poster is to be presented, a student may be eligible to receive a grant of up to $1000 over the duration of the student’s on-course enrolment for conference attendance – that is, a student may put the total of $1000 towards different conferences, but must lodge a separate application for each conference attended. Such a grant is considered part of the total funding available to each student.

For conferences in the Melbourne-Sydney region, the grant will be limited to the registration fee, a return bus fare and a per diem allowance.

In the case of a conference elsewhere in Australia or overseas the maximum grant of $1000 may be granted.

Students may include the cost of attending a conference outside Australasia as part of any claim for overseas fieldwork expenses, provided that the conference is held in an area adjacent to the fieldwork and a paper is being presented which relates directly to a student’s research topic.
Applications for assistance with conference attendance must be supported by **evidence that a paper or poster has been accepted for presentation.** An abstract of the paper or poster must also accompany the claim.

### 8. RESPONSIBILITIES OF HEADS OF SCHOOLS/CENTRES

The Committee asks Heads of Schools/Centres:

- to be conscious of the research needs of students in recommending them for admission, and of the financial implications of accepting particular thesis topics. Heads are asked to note that funding for particular projects is capped at $6000 and $7500. Where a project is likely to incur costs above these sums the Head will be responsible for ensuring that the applicant has sufficient funds available to them from other sources to cover the additional costs.

- to endeavour to give the Committee at the beginning of each year an estimate of the number and cost of grant applications expected in the following twelve months.

The Committee also looks to Heads of Schools/Centres to certify that all appropriate steps have been taken in submitting applications.

Heads of Schools/Centres must approve all applications and should comment on the supervisor’s statement on the research proposal and on the proposed budget.

A meeting should take place between the student, the supervisor, and the Head of School/Centre before an application for funds in excess of $1,000 is sent to the Committee. Heads should ensure that the necessary **pre-fieldwork seminar has taken place to indicate the student’s preparedness for fieldwork.**

In cases where the Head of School/Centre is also the supervisor, the Graduate Academic Adviser or another member of the supervisory panel should fill in the application form in the appropriate places.

Heads should forward each student’s end-of-fieldwork report to the Faculty office, noting any problems that have arisen in the conduct of the fieldwork and ensuring that any money not spent is returned to the Faculty.

Applications should be made on the appropriate forms which may be downloaded from the following website:  [http://arts.anu.edu.au/student_information/postgraduate/pg_forms.htm](http://arts.anu.edu.au/student_information/postgraduate/pg_forms.htm)

This paper replaces all previous guidelines relating to fieldwork funding applications.

1 August 2005