

Funding period: **January – December 2026**

Closing date for applications: Please apply at your earliest convenience within the 2026 calendar year.

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 (HDR).
- 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 HDR research project.

2. Eligibility

- A HDR student is eligible to apply for up to \$2000 per year of FTE candidature to a maximum of \$6000 during the normal enrolment period (up to 3 years for PhD; 2 years for Master of Science by Research or Master of Surgery; 1 year for Master of Clinical Education by Research)
- RSM will only be awarded to candidates enrolled in a HDR in the College of Medicine and Public Health (CMPH).
- Students who upgrade their HDR program (e.g. from Masters to PhD) are only entitled to a maximum of \$6,000.00 of RSM (i.e. the years spent on the former degree are counted towards the 3 years FTE RSM limit of the PhD).
- The RSM yearly calendar allowance is calculated as follows:
 - Full-time students enrolled for two semesters in one calendar year will receive the maximum allowable amount of RSM (\$2,000.00).
 - 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.
- Retrospective calendar year applications will not be supported. It is the student's and supervisor's responsibility to plan and apply for funds each year.

3. Acceptable use of RSM funds

- Laptop Computer
 - Commencing HDR students (within the first 12 months FTE) may elect to use RSM to purchase a new laptop computer for use during their candidature. The laptop must be purchased through Flinders University directly by either the Supervisor or Student with Supervisor approval.
 - The RSM Administrator will process your RSM Application form and allocate funds (equivalent to 1 year FTE) to an account aligned with the Primary Supervisor.
 - The supervisor accepts responsibility for laptops loaned to HDR students.
 - The University's Information & Digital Services (IDS) team accept responsibility for purchasing, dispatching and maintaining laptops for HDR students. This must be done in accordance with [Flinders University Information & Digital Services \(IDS\) procurement guidelines](#).
 - The laptop computer is provided for the students' exclusive use during the period of their HDR candidature and remains the property of Flinders University whilst enrolled.
 - MSc/R student - The laptop must be returned on completion and before Conferral, or if they withdraw from their MSc/R degree. If they upgrade to a PhD they may retain the laptop during this candidature.
 - PhD student - If they withdraw from their PhD they must return the laptop. When they have completed their PhD at this university, the University will assign ownership of the laptop over to them. Upon completion, all University software must be removed prior to them taking possession. Should they complete and stay on at the University as an employee, they may keep the laptop and retain the uploaded University software.
- Participant Honorariums / Vouchers (see [Request for Gift Card, Certificates, Vouchers](#) in Service One)
- Minor equipment / study related expenses (e.g. voice recorder, Live Scribe smart pen, textbooks, recruitment costs, photocopying).
- Stationery, USBs, external hard drives, printing ink, conference poster printing
- Transcription of participant interviews

- Software (only that not provided by the university)
- Laboratory supplies, Chemicals / Reagents
- Survey questionnaires
- Consumer involvement activities
- Travel within Australia to attend Flinders University for a compulsory supervision meeting, if residing more than 100kms from the supervisor.
- Field travel for data collection purposes
- Student Conference Travel expenses (subject to the student “accepted” to present a paper or poster)
 - Student must be a presenting author at the conference
 - Funding is provided for transport (plane, train, car, taxi, etc.), accommodation, and registration costs only. Per diem and subsistence costs are not supported.
 - If the cost of air travel is being fully funded by the University, it is essential that flights must be booked through Flinders preferred company (Phil Hoffman) according to Flinders University [HDR Travel](#) Policy in order to be reimbursed.
- Open Access publication fees only in Q1 ranked journals in the latest [SCImago ranking](#) when student is the first author and the article processing charge is not covered by existing [Flinders Read and Publish Agreements](#).

4. Unacceptable use of RSM funds

- Additional laptop and / or desktop computers. Any computers purchased outside of the University.
- Home Printers
- Conference Travel where a student is **not** presenting their HDR research
- Publication costs for publications not in Q1 journals
- Membership subscriptions
- Training courses / Workshops
- Thesis production costs (printing, binding). Student Finance offers a [Thesis Allowance](#) to assist with thesis production costs.

5. Submission of applications

- CMPH RSM Guidelines & Application form can be found on the [CMPH funding website](#)
- Funds are not automatically allocated. An application form is required each calendar year.
- If you do not apply in the current year, previous year's allocations cannot be given in retrospect.
- The fully completed & signed, by both student & supervisor, RSM application form must be submitted by email to cmph.research@flinders.edu.au as soon as possible within the 2026 calendar year.

6. Spending of RSM funds

- Reimbursement of costs is managed using a Student Expense Reimbursement form available [HERE](#)
- The student's supervisor is responsible for ensuring that RSM funds are expended in the best interests of the student and their HDR progress.
- Funds may not be used under any circumstances to finance travel by the supervisor.
- The end of year balance of the RSM account will automatically be carried forward into the next calendar year for use.
- Upon the student's completion of candidature, unspent remaining funds will be returned to the College.
- Out of scope expenses from the guidelines – email cmph.research@flinders.edu.au for further clarification and consideration.
- The College Research Committee, Finance or RSM Administrator may audit RSM accounts at any time.

7. Contact

- ❖ Questions should be directed to Lee-Ann Thomas, College RSM Administrator.
- ❖ [Lee-Ann Thomas](#), CMPH RSM Administrator, (08) 8201 5892
- ❖ Email: cmph.research@flinders.edu.au or leeann.thomas@flinders.edu.au



College of Medicine & Public Health

Postgraduate Research Student Maintenance (RSM)

Office use

Research Student Maintenance (RSM) partially **contributes** to research project expenses incurred by Higher Degree by Research Students during the course of their candidature.
RSM must be used in accordance with the RSM Guidelines (see above).

PART A: STUDENT DETAILS

Given name		Family name	
Student number		FAN	
Contact Address			

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

PART B: ENROLMENT DETAILS

Thesis Title			
Year commenced		Principal supervisor	
Degree	PhD DrPubHlth		

Proposed enrolment

Year:		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 & Digital Services](#))

PART D: AUTHORISATION

Student signature		Date	
Principal supervisor signature		Date	

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