

Funding period: **January – December 2024**

Closing date for applications: Please apply at your earliest convenience within the 2024 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.
- A HDR student is eligible to apply for up to \$2000 per year of FTE candidature to a maximum of \$6000 during the normal enrollment 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)

## 2. Eligibility

- RSM will only be awarded to candidates enrolled in a Higher Degree by Research in the College of Medicine and Public Health.
- Students will not normally be eligible for RSM after the third full-time equivalent (FTE) enrolled year of a PhD, or after the second FTE enrolled year of a Masters degree.
- Students who upgrade their Postgraduate qualification (e.g. from Masters to PhD) are only entitled to a maximum of three FTE years of RSM (i.e. the years spent on the former degree are counted towards the third year FTE RSM limit of the PhD).
- The RSM allowance is calculated as follows:
  - Full-time students enrolled for two semesters in one year will receive the maximum allowable amount of RSM;
  - 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.

## 3. Acceptable use of RSM funds

- First year Postgraduate Higher Degree by Research students may elect to receive a new laptop computer for use during their candidature. The College RSM Administrator will process these RSM requests and allocate funds (equivalent to one year FTE of RSM) to the supervisor. The supervisor accepts responsibility for purchasing, dispatching and maintaining laptops loaned to Higher Degree by Research students. This must be done in accordance with College procedures and [Flinders University Information & Digital Services \(IDS\) procurement guidelines](#).
- The RSM allocation may also be used for:
  - Chemicals/reagents
  - Subject payments
  - Minor equipment
  - Photocopying
  - Software
  - Slides, microfilms
  - Stationery, disks, tapes
  - Computer ink
  - Transcription
  - Survey questionnaires
  - Consumer involvement activities
  - Travel within Australia to attend Flinders University for Research Week
  - Australian field travel
  - International field travel for data collection purposes
  - Student Conference Travel expenses (subject to the student **accepted to present** a paper or poster)
  - Open Access publication fees **only in Q1 ranked journals** in the latest SCImago ranking when student is the first author. Please refer to <http://www.scimagojr.com/journalsearch.php>

#### 4. Unacceptable use of RSM funds

- The RSM allocation must not be used for costs associated with Conference Travel<sup>\*</sup>, Publications<sup>\*</sup>, Thesis production or purchasing additional computers.
- Student Finance offers a [Thesis Allowance](#) to assist with thesis production costs
- [Scholarships](#) are available to assist with Research Student Conference Travel expenses.
- Students who wish to undertake a field trip overseas<sup>\*</sup> should apply to Scholarship Services for a [Research Students Overseas Field Trip Grant](#).
- Membership subscriptions
- Training courses
- Workshops

(<sup>\*</sup>) except for exceptions listed in Section 3. Acceptable use of RSM funds

#### 5. Submission of applications

- Applications must be submitted by email to [cmph.research@flinders.edu.au](mailto:cmph.research@flinders.edu.au) by closing date above.

#### 6. Spending RSM funds

- The student's supervisor is responsible for ensuring that RSM funds are expended in the best interests of the student and their progress.
- Funds may not be used under any circumstances to finance travel by the supervisor.
- Funds are not automatically allocated. An application form is required each year.
- If you do not submit an application in the current year, previous year allocations cannot be given in retrospect.
- The balance of the RSM account will carry forward into the next year for use.
- Expenses out of scope from guidelines – email [cmph.research@flinders.edu.au](mailto:cmph.research@flinders.edu.au) for further clarification and consideration.
- The College Research Committee may audit RSM accounts at any time.

#### 7. Contact

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



## College of Medicine & Public Health Postgraduate Research Student Maintenance (RSM)

Office use

Research Student Maintenance **contributes** to expenses incurred by Higher Degree by Research Students during the course of their research project. RSM may be used for such items as photocopying, microfilms, slides, tapes, chemicals, field travel for data collection and minor equipment. The allocation may *not* be used for costs associated with thesis production, workshops, membership subscriptions and training courses. Refer to the RSM Guidelines for full details.

### PART A: STUDENT DETAILS

Given name	<input type="text"/>	Family name	<input type="text"/>
Student number	<input type="text"/>	FAN	<input type="text"/>
	<input type="text"/>		
Contact Address	<input type="text"/>		

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

### PART B: ENROLMENT DETAILS

Title of project	<input type="text"/>		
Year commenced	<input type="text"/>	Principal supervisor	<input type="text"/>
Degree	PhD DrPubHlth		

Proposed enrolment

Year:	<input type="text"/>	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	<input type="text"/>	Date	<input type="text"/>
Principal supervisor signature	<input type="text"/>	Date	<input type="text"/>

Applications must be submitted by email to [cmph.research@flinders.edu.au](mailto:cmph.research@flinders.edu.au)