



**Health**

Mid North Coast  
Local Health District

# **APPLICATION GUIDELINES**

**– Higher Degree by Research  
Support Program (HDRSP)**

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# Background

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The Mid North Coast Local Health District’s Strategic Directions 2017-2021 identifies *Innovation and Research* as one of its priorities for the future. A key activity within this theme is to “*Support staff to undertake post-graduate qualifications*”.

MNCResearch offers funding for MNCLHD employees who are undertaking Research Higher Degrees e.g. Masters by Research, Master of Philosophy, Doctor of Philosophy to support their research studies and project.

Whilst research degrees do not currently attract tuition fees (as at November 2018), there are a number of other costs that may be associated with these studies. The list below is not exhaustive; however, is an indication of the costs that may be involved:

- Conference expenses – where presenting only
- Thesis preparation
- Research resources e.g. cost of investigations
- Interview transcription services
- Purchase of hardware/software/textbooks directly related to the project
- Workshop / Course attendance (directly related to your project)
- Publication fees
- UNSW Independent Learning Project (ILP) students – discussion required with MNCResearch before submission of application

## Purpose

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The purpose of this document is to outline a package that will define the eligibility, criteria and administration of the Higher Degree by Research Support Program (HDRSP), offered by the MNCLHD to employees.

The goals of the HDRSP are:

- To provide employees of the MNCLHD who are undertaking Higher Degrees by Research with the means to enhance their research experience
- To gain firsthand experience of the grant writing process

## Closing date

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MNCRResearch will accept applications all year round.

## Eligibility

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The following criteria must be satisfied to be eligible to apply:

1. Current MNCLHD employee or UNSW ILP student based within MNCLHD
  - a. Full time or part time
  - b. Permanent or temporary
    - For temporary employees, the employment contract must be current at the end of the funding period
  - c. Applications will not be considered if the applicant was **not** an employee of the MNCLHD at the time the expense was incurred.
  - d. UNSW ILP students are required to discuss their application before submission
2. Currently enrolled in Higher Degree Research (HDR) study at an Australian University.
  - a. HDRs include: Masters by Research, Master of Philosophy (MPhil) or Doctorate (PhD) program
  - b. Support by the applicant's supervisor/s
3. Applicants can only be awarded a maximum of three (3) successful HDRSP Grants (to a maximum of \$4,500) during their candidature.
4. Masters by coursework that have a research component e.g. capstone / subject are not eligible.

## Use of Funds

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Employees may apply for a maximum of \$1,500 for any one item. Expenses may be claimed retrospectively if the costs were accrued within the financial year of the grant round.

Funding applications may include, but are not limited to:

1. Conference expenses
  - For the purpose of presenting a paper or poster of which the employee is the author and in connection with his/her research.
  - Conference attendance without presenting, or presentation of a paper or poster of which the student is not the author is **not** eligible.
  - Expenses eligible to be claimed include: registration fees, travel and accommodation.
  - Official confirmation of the acceptance of the candidate's paper/poster, or an invitation to the candidate to present at a conference should be included with the application. Where such evidence is not available at this time, it must be submitted to the MNC Research Office as soon as it is received. Funds will not be released without this documentation.
2. Expenses in connection with a visit to specialist facilities, or to learn specialist technique/s directly related to the employee's research, but are beyond those normally provided by the University<sup>1</sup> or the MNCLHD.
3. Human Research Ethics submission and review fees
4. Purchase of specialist books, periodicals, software that is essential to the employees' research, but are not available through the University<sup>1</sup> or MNCLHD.
5. Purchase of computers or other equipment
  - Must be essential to the employees' research and are above and beyond the normal infrastructure provided by the University<sup>1</sup> or MNCLHD.
6. Transcription services
7. Thesis production expenses
8. Workshop or course attendance directly related to the research project.
9. Publication fees
10. For items not listed, contact the MNC Research Office via email only ([MNCLHD-Research@health.nsw.gov.au](mailto:MNCLHD-Research@health.nsw.gov.au))

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<sup>1</sup> 'University' refers to the University the employee is currently enrolled with for their Higher Degree Research

# FAQs

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## **What is the maximum amount for an application?**

Applicants may apply for a maximum of \$1,500 per grant round.

## **When does the money need to be spent?**

The expenditure must have been incurred or will be incurred during the financial year of the application. Receipts must be submitted to MNCResearch by the 15<sup>th</sup> June 2019. Funds will be released upon submission of applicable invoices/receipts.

## **What will not be supported?**

Research costs that are normally provided by the University or MNCLHD are not supported. For example:

- In cases where the university offers a laptop/computer for HDR students, employees may not apply for funding for these items.
- Education and training normally offered by the university or MNCLHD as part of the HDR program

## **How often can an employee apply for support?**

Each eligible employee can lodge only one application in any round and a maximum of three (3) times during their candidature.

## **How are the funds paid for successful applicants?**

Payment of funds is upon submission of an invoice for the expenditure committed directly to the employee via electronic funds transfer (EFT) through the Oracle financial system.

## **What if my request for funding item is not listed?**

Contact the MNC Research Office ([MNCLHD-Research@health.nsw.gov.au](mailto:MNCLHD-Research@health.nsw.gov.au)) or 5524 2490 / 0439 571 231

## **Where can I get further information?**

Contact the MNC Research Office ([MNCLHD-Research@health.nsw.gov.au](mailto:MNCLHD-Research@health.nsw.gov.au)) or 5524 2490 / 0439 571 231

## **How do I submit the application?**

Submit an electronic copy (signed and scanned) of the application form only to the MNC Research Office ([MNCLHD-Research@health.nsw.gov.au](mailto:MNCLHD-Research@health.nsw.gov.au))

# Administration

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The following forms will be distributed to successful applicants:

## **Notification and Acceptance of Award**

- Applicants will be formally notified of the outcome of their submission by email (supplied in the application), sent by the MNC Research Office.
- Successful applicants will receive a 'Letter of Offer' detailing their award, a 'Research Support Acceptance Form' (RSAF) and a 'Transfer of Funds – Form' (TFF) for completion. The RSAF and TFF must be completed, signed and returned to the MNC Research office at which time the funds will become available.

## **Payment of Funds**

It is the responsibility of RSP recipients to check the implications for income tax liability or Centrelink payments of accepting a grant.

Payment of funds is upon submission of an invoice for the expenditure committed directly to the employee via electronic funds transfer (EFT) through the Oracle financial system.

## **Carry Forward Request**

If an extension of time beyond the timeframe for expenditure of the funds is required, the grant holder must apply to MNCResearch for approval using the appropriate form (Carry Forward Request Form). A detailed justification must be given on the form.

## **Variation of Expenditure Request**

Funds granted may not be spent for purposes other than those detailed in the original application budget, unless the permission of MNCResearch has been obtained using the appropriate form (Variation of Expenditure Request Form).