

R-23: Graduate Research Creative Work and Exhibition Grant

1. Overview: Purpose and Scope

University guidelines for probationary PhD candidature and confirmation state that PhD candidates working in creative arts disciplines are required to present at confirmation a proposal on an integrated format of creative work and dissertation to be produced for the PhD.¹ The Graduate Research Creative Work and Exhibition Grant provides graduate research students in the Melbourne School of Design who are undertaking research by creative work with funds to assist them produce and record creative work projects and/or to hold an exhibition of creative works to be examined. The aim of the scheme is to ensure graduate research students have access to adequate resources to produce creative work essential to the completion of their thesis.

2. Policy

2.1 Eligibility

- a) Confirmed PhD candidates enrolled in the Melbourne School of Design, Faculty of Architecture Building and Planning, are eligible to apply for funding under this scheme if they are undertaking research by creative work.
- b) PhD candidates must have submitted a proposal outlining the planned creative work at confirmation or conversion from masters. Only those candidates whose proposed creative work has been endorsed by their confirmation committee may apply. Endorsement of the proposal by the confirmation committee does not constitute funding approval; however, students whose PhD candidature has been confirmed without reference to creative work will be ineligible to apply for funding under this scheme.
- c) MPhil candidates enrolled in the Melbourne School of Design are eligible to apply for funding under this scheme if they are undertaking research by creative work and have discussed the format of the creative works and dissertation with their supervisory panel, and the proposed format has been endorsed by the supervisory panel.
- d) Applicants requesting funding for materials must demonstrate that the creative work is necessary for the completion of their thesis.
- e) Applicants requesting funding for exhibition costs must demonstrate that the exhibition is essential for data collection and/or examination of their work and that the work cannot be reproduced and distributed in any other format.
- f) Applicants who have received funding from the PhD Fieldwork Grant are not eligible for funding under this scheme.
- g) Candidates are normally eligible for only one grant under this scheme.

Candidates who are not enrolled in the Melbourne School of Design, but who have a co-supervisor employed by the Faculty of Architecture Building and Planning, are not eligible for funding. Such candidates should refer to their faculty's research office or student centre.

2.2 Costs Covered by the Grant

PhD candidates may apply for a maximum of \$2000 during their candidature.

MPhil candidates may apply for a maximum of \$1000 during their candidature.

Applicants may apply for funding to:

- purchase specialist, non-standard, materials essential to the creation of the final creative work component of their thesis;

¹ *The PhD Handbook*, MSGR, <http://www.sgs.unimelb.edu.au/phd/enrolcandid/phd/bk/candidature/status.html>

- reproduce or record the creative work for examination; or
- stage an exhibition of the creative work for data collection or for examination. This may include venue hire, mounting costs and insurance. Please note that the cost of hiring an external venue may only be requested if no suitable Faculty space or other on-campus facility is available.

2.3 Costs Not Covered by the Grant

The scheme does not cover:

- purchasing general stationery or standard art and design materials such as drafting paper, pens or other standard design equipment;
- creating and/or reproducing images and illustrations in a thesis where such images are illustrative to the text;
- transport of works to and from the exhibition venue; or
- exhibition opening costs (e.g. catering, staffing, advertising, etc.).

3. Procedures

3.1 Assessment of Applications

There are two application rounds per year. Applicants must submit the application cover sheet and budget form (Attachment 1) along with all required supporting documentation listed below to the ABP Research Office no later than 28 February (round 1) or 31 July (round 2). Late applications or applications outside of these rounds will not be accepted. Incomplete applications will not be considered.

Applicants must attach the following to their application:

- a description of the research project of no more than two pages outlining:
 - the research question
 - the number of creative works to be produced
 - a description of the work to be produced
 - the intended materials to be used
 - an explanation of how the work integrates with the dissertation
 - why the work is essential to the completion of the thesis
- a carefully justified budget including written quotes where available

Supervisors are required to write a supporting statement indicating that the proposed work was discussed and endorsed by the applicant's confirmation committee (PhD candidates) or supervisory panel (MPhil candidates); why the work is necessary and that the applicant is at an appropriate stage in their research to undertake the work.

Applications will be considered by a sub-committee of the Research Committee, chaired by the Assistant Dean (Research Training) or their nominee. Applications will be judged on the following criteria:

- the quality of the project;
- the applicant's ability to undertake the project, including satisfactory progress of their research to date; and
- the appropriateness to the project of the work proposed.

The sub-committee will determine the amount to be awarded. The sub-committee reserves the right to seek further quotes and may decide to fund less than the amount requested. Applicants will be notified in writing of the outcome of their application.

3.2 Allocation of Funding

Successful applicants will be advised how to access their funds in their letter of award. The ABP Research Office will notify the finance team of successful applicants and, on receipt of payment forms, funds will be transferred into grantees' personal bank accounts.

4. Tools

Applicants should refer to the following related documents:

- R-31: PhD Probationary Candidature and Confirmation
- R-32: Conversion from MPhil to PhD
- R-21: PhD Fieldwork Grant
- <http://www.gradresearch.unimelb.edu.au/current/phd/bk/thesis.html#format> *The PhD Handbook*; section on the format and presentation of the creative work and of the dissertation
- <http://cms.services.unimelb.edu.au/scholarships/pgrad> MSO website for links to travelling scholarships (JASON scholarships database, MATS and PORES)
- <http://www.abp.unimelb.edu.au/research/ethics/> human research ethics website for information on research ethics applications
- <http://www.unimelb.edu.au/rmo/> Risk Management Office website for information on risk management policies and risk assessment forms

5. Responsibilities

- **Applicants** – ensure applications are complete and submitted by the due date
- **ABP Research Office** – receive applications and check against eligibility criteria; consider requests to vary funding in line with Faculty policy
- **Research Committee** (or delegated sub-committee) – decision-making body to allocate funding according to Faculty policy
- **Successful applicants** – return payment forms to ABP Research Office; purchase materials and arrange all payments; ensure funds are spent as outlined in application and/or submit requests for variations to funding to ABP Research Office; ensure compliance with all Faculty and University human research ethics and risk management policies; submit report on outcomes to ABP Research Office by the due date (see Attachment 2).

6. Definitions

Key Term / Acronym	Definition
Creative work	May include designs, original artworks, film or video, using traditional media, multimedia or new media technologies.
Dissertation	Written component of the PhD thesis accompanying creative work



Attachment 1: Graduate Research Creative Work and Exhibition Grant Application and Budget Form

Applicant to complete:

Name:

Student ID:

Degree:

PhD

MPhil

Thesis title:

Supervisor(s):

Purpose of grant:

(e.g. purchase materials, exhibition)

Total funding requested: AUD \$

Budget:

(Please provide details, e.g. 'return airfare Melbourne – London'; '30 days accommodation @ £85 per night')

Item	Request from Faculty	Other sources
Other funding (e.g. MATS, PORES or other scholarship; please indicate whether approved or awaiting outcome)		
Total:	\$	\$

Applicants must attach a description of the research project to their application, outlining in no more than two pages:

1. the research question;
2. the number of creative works to be produced;
3. a description of the work to be produced, the intended materials to be used;
4. the location of exhibition (if applicable);
5. an explanation of how the work integrates with the dissertation;
6. why the work is essential to the completion of the thesis; and
7. a carefully justified budget (attach written quotes where available).



Supervisor(s) to complete:

Please comment on: i) why the creative work is necessary; and ii) whether the applicant is at an appropriate stage in their research program to undertake the work.

Has the proposed creative work as described in this application been reviewed and endorsed by the applicant's confirmation committee or supervisory panel? YES NO

Applicant's signature: _____ Date: _____

Supervisors' signatures: 1. _____ Date: _____

2. _____ Date: _____

ABP Research Office use only:

Funding approved: YES NO

Total amount to be awarded:

Conditions:



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Attachment 2: Graduate Research Creative Work and Exhibition Grant Report Form

Recipients of the Graduate Research Creative Work and Exhibition Grant are required to provide a written summary of the outcomes of the fieldwork. The report must be lodged with the ABP Research Office by 31 December in the year the grant was awarded.

Name:

Student ID:

Degree:

PhD

MPhil

Thesis title:

Supervisor(s):

Purpose of grant:

(e.g. purchase materials, exhibition)

Amount awarded:

Details of any other funding received:

Please outline what activities were undertaken and how the funds were spent.

Please outline the progress you made on your research as a result of this grant.