

Higher Degree Research External(Industry) Scholarship Agreement Establishment Request

This request form should be completed by a Griffith University Academic or other responsible staff member who is leading the establishment of the funded project/s. The request should be completed following consultation with the partner organisation. The requester is urged to seek advice from the Dean (Research) on the establishment of the funded project/s.

If your industry scholarship is part of a grant or grant application, please follow the [Research Investment in Externally Funded Grants Guidelines](#) instead of completing this form.

Information about the different scholarship models, candidate eligibility requirements, [RTP Doctoral internship funding weighting criteria](#), alternative programs, and relevant documentation are available on the [HDR Industry Engagement and Partnerships](#) staff web page.

PART A: CONTACTS			
Griffith University Contact/ Project Chief Investigator (Person completing this form)			
Name of Staff Member leading or involved in the establishment or supervision of the proposed funded project:			
School/Department:		Email:	
Organisation Name and Location			
Where organisation or partner is referred to in this document it refers to any external organisation, this may include a research end-user organisation (i.e. businesses, governments, non-government, community, community organisations).			
Name:			
ABN (if applicable):			
Address:			
Web Address:			
Organisation Contact For Notices			
Name of Partner Contact:			
Position:			
Email:		Telephone:	
Relationship with Organisation			
Please detail your relationship with the organisation:			
<ul style="list-style-type: none"> Does the organisation have research experience, and have they conducted research with yourself or universities in general previously? What is the length of your relationship and success of your previous projects (if any)? What interactions have you had with the organisation on the proposed project to date and how does this indicate a likelihood of success? How committed is the organisation to the project's success and creating/maintaining an effective working relationship? What are the expected outcomes from this collaboration will this project foster an ongoing relationship? 			
International Checking Tool If organisation is an international company, please complete the International Engagement Checking Tool		<input type="checkbox"/> Have you attached the International Engagement Checking Tool documentation? (for international organisations only).	
PART B: SCHOLARSHIP AGREEMENT REQUEST			
The request form must be completed and approved in order to prepare a University-level or individual agreement. The agreement will be prepared in accordance with the information as provided in the request form. Where the partner organisation subsequently disputes the information or conditions as provided in the agreement, the requester completing this form will be responsible for resolving such disputes with the partner organisation.			

Agreement Template Request	<input type="checkbox"/> Prepare and Execute Griffith University Scholarship Agreement (preferred); OR <input type="checkbox"/> Review and Execute Partner Scholarship Agreement (attach a copy)
Research Project Title	
Research Project Provide a brief description of the research project to be undertaken by a PhD candidate	
Research Activities with Organisation Provide a brief description of the research activities that will be undertaken with the Organisation (either in person or remotely), including the following: <ul style="list-style-type: none"> • Scope of the collaboration • Type of activities • Objectives that the organisation hopes to achieve and key deliverables (if applicable) 	
Research Work plan Outline plan to work with the organisation, including: <ul style="list-style-type: none"> • Approximate days (i.e. one day per week embedded in organisation onsite or remotely throughout program, or candidate embedded in organisation.) 	
Supervision	
Supervision	GU supervisor name/s, position/s & email/s: Organisation supervisor name, position, & email:

Reporting Requirements: Please specify frequency and nature of reporting requirements, if any, requested by the external organisation	Progress Reports: <input type="checkbox"/> Every 6 months <input type="checkbox"/> Every 12 months <input type="checkbox"/> Other (please specify):
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Research Project Intellectual Property
 Griffith University will be the custodian of the research Project Intellectual Property created through the research project. The candidate will own copyright in their thesis and the external organisation is provided a license to the intellectual property for internal use.
 Please visit the [HDR Industry Engagement and Partnerships staff web page](#) for more information.

Intellectual Property Agreement	<input type="checkbox"/> The organisation agrees to the Project Intellectual Property provisions as outlined above; OR <input type="checkbox"/> There is an incompatibility between the organisation and the Project Intellectual Property provisions as outlined above. Please outline details including proposed resolution below:
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PART C: Externally Funded Scholarship/s Details

A typical HDR scholarship is approx. \$35,000 per annum. Information on the different industry scholarship models can be found at [HDR Industry Engagement and Partnerships](#).

Living Allowance Scholarship Details

Scholarship Name:	
Number of scholarships:	
<input type="checkbox"/> Living Allowance Stipend (fortnightly payments):	Value per annum:
<input type="checkbox"/> Top Up (fortnightly payments):	Value per annum:
<input type="checkbox"/> Other:	
Centre or School where scholarship is to be established:	

Living Allowance Scholarship Entitlements (this will be in addition to the annual stipend amount)

<input type="checkbox"/> Include paid sick leave:	<input type="checkbox"/> Standard HDR scholarship (12 weeks)	<input type="checkbox"/> Other:
<input type="checkbox"/> Include paid parental leave:	<input type="checkbox"/> Standard HDR scholarship (12 weeks for primary carer and 10 days for partner)	<input type="checkbox"/> Other:

Provide details of any other specific entitlements:

Tuition Scholarship Details
(Only complete this section if Industry partner is funding a tuition scholarship/partial scholarship for international applicants)

Scholarship Name:

Number of scholarships:		
<input type="checkbox"/> Full Tuition scholarship (fees paid each trimester)	HDR Program cost funded (average FT cost \$33,000 per annum)	
<input type="checkbox"/> Partial Tuition scholarship (fees paid each trimester)	Value per annum:	
<input type="checkbox"/> Overseas Student Health Cover funded	<input type="checkbox"/> Visa length OSHC funded	<input type="checkbox"/> Partial Amount:
<input type="checkbox"/> Relocation allowance funded	<input type="checkbox"/> \$515 per person	<input type="checkbox"/> Other Amount:
Duration of scholarship/s		
Proposed Scholarship Start Date (if known):	Length of scholarship: (Typically, 3.5 years FT)	
Can the scholarship be extended?:	Length of available extensions in months: (Typically, 6 months FT)	
Part D: Applicant Selection Details		
Has the recipient already been selected?		
<input type="checkbox"/> No	Advertisement of the scholarship opportunities/s will occur upon execution of the scholarship agreement (GGRS can assist with the advertisement process)	
<input type="checkbox"/> Yes	GU ID Number:	Recipient's Name:
	<i>(If the recipient has not yet applied for a Griffith program they will need to do so, as an offer of scholarship cannot be made before an offer of admission.)</i>	
<input type="checkbox"/> Yes	Was this external organisation contact provided by the candidate?	
<input type="checkbox"/> No	If no, the scholarship must be advertised, as per scholarship policy, please follow instructions on the advertisement process.	
Part E: Scholarship Conditions of Award		
<p>If a partner scholarship agreement has been provided, that includes the conditions of the scholarship, those conditions of award will apply and be provided to the candidate. Where scholarship conditions have not been provided, Griffith University conditions of award will be used. Please see the scholarship website for example conditions of award for a living allowance scholarship (GUPRS example), and tuition scholarship (GUIPRS example). The example conditions will be amended as needed based on the information that is provided in Part C, including renaming the scholarship conditions of award. Please provide details of any other specific conditions that will need to be included:</p>		
PART F: Griffith University Scholarship Request Details (If applicable)		
<p>Establishment of co-funding arrangements with industry may be requested for consideration, where supported by the Dean (Research). Refer to the final page of this document 'information sheet' to view the criteria that apply to Industry PhD scholarship co-funding requests. Specify if Griffith scholarship or other funding support is requested to support the proposed arrangement:</p>		

Part G: Research Codes & Classifications

This section must be complete. It is a requirement for all research projects to have an FOR/SEO & BFR attached for ERA (CwIth Government) reporting purposes. Up to 3 codes can be selected for FOR and SEO.

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[Click here](#) (refer to the 'six-digit Fields of Research' box listed under Field of Research) for the latest FOR and SEO codes.

Fields of Research (FOR) Codes must use 6 digit codes only		Socio-Economic Objective (SEO) Codes must use the 6 digit code only	
	%		%
	%		%
	%		%
Total	100%	Total	100%
Broad Field of Research (BFR) <i>(can select just one BFR)</i>			
Pure	%		
Applied	%		
Strategic	%		

PART H: Griffith Contact/Project Chief Investigator Declaration

As the Griffith Contact/Project Chief Investigator you confirm that:

<input type="checkbox"/> Yes	The external organisation details outlined in this form are true and accurate.
<input type="checkbox"/> Yes	The external organisation has the appropriate space/facilities and infrastructure required for the project and meet the work health and safety requirements as required by law.
<input type="checkbox"/> Yes	The external organisation has agreed to pledge the financial investment outlined in this form for the full project duration and is able to pay all invoices in a timely manner.
<input type="checkbox"/> Yes	If the external organisation fails to pay or cancels the scholarship the Group Contact/Project Chief Investigator or Group/School may be liable to fund the scholarship stipend.
<input type="checkbox"/> Yes	The organisation has agreed to the Project Intellectual Property as outlined in PART B. Please visit the HDR Industry Engagement and Partnerships staff web page for more information.
<input type="checkbox"/> Yes	All members of the supervisory team have reviewed, disclosed and managed any actual, potential or perceived conflicts pertaining to their private interests or personal relationships in accordance with the University's policies on Conflict of Interest
<input type="checkbox"/> Yes	This scholarship request is not part of an existing grant or grant application. If this scholarship is part of a grant, please follow the Research Investment in Externally Funded Grants Guidelines instead of progressing this form.

Provide the completed form along with any documentation to the Dean (Research) to complete the below section

Part I Dean (Research) Recommendation

As Dean Research you confirm that:

<input type="checkbox"/> Yes	Due consideration must be given to the factors as specified in the section 4 of the Work-Integrated Learning at Griffith policy where a candidates is to be hosted by an organisation to undertake a collaborative program (whether performed at the University or at the organisation).
<input type="checkbox"/> Yes	The details outlined in Part B under the Research Project, Research Activities with Organisation and Research Work Plan are appropriate for completion as a component of the candidate's HDR Program.
<input type="checkbox"/> Yes	The candidate will benefit academically from the collaboration with the external organisation through the development of transferrable skills that are aligned with the Higher Degree Research Graduate Attributes Policy.
<input type="checkbox"/> Yes	If the external organisation fails to pay or cancels the scholarship the Group Contact/Project Chief Investigator or Group/School may be liable to fund the scholarship stipend.

Comment on any proposed arrangement for a PhD candidate/s to undertake their research program in collaboration with the organisation.

Comment on the proposed collaborative funding arrangements (if applicable). Where Griffith scholarship or other funding support is requested, please indicate your support, or otherwise, for the request.

If a Griffith scholarship is requested please check that the proposed project and organisation meet the [RTP Doctoral internship funding weighting criteria](#). Further information regarding the RTP Doctoral internship funding weighting criteria and scholarship model details can be found on the [HDR Industry Engagement and Partnerships](#) staff web page.

Dean (Research) / Group HDR Director Name: _____

Dean (Research)/ Group HDR Director Signature: _____ **Date:** _____

Upon lodgment of this form GGRS will liaise with the external organisation to finalise the agreement. Where a Griffith scholarship or other funding has been requested, and is supported by the Dean (Research), GGRS will seek approval for the establishment of co-funding arrangements.

Please email the completed form along with any documentation to PhDPartnerships@griffith.edu.au