
ENVIRONMENTAL FUTURES CENTRE

SUPPORT PROGRAMS POLICY

In order to provide a supportive and productive research environment for members and Higher Degree by Research (HDR) students, the Environmental Futures Centre (EFC) offers a variety of support programs. These programs offer support through cash incentives and contributions to assist with developing research skills and collaborative opportunities.

1. Conference Support Scheme

EFC acknowledges the importance of establishing and developing external relationships, collaborative opportunities and promoting research at conferences and similar events. The Conference Support Scheme offers financial support to members when representing the Centre at national or international conferences, workshops or symposiums.

1.1. Target Group

- This scheme is offered to Full members, Associate members and HDR student members;
- Individuals from other member categories may be considered on a case by case basis. Eligibility may be granted if the representation is perceived to add high level value to the Centre.

1.2. Award

- EFC will provide matching funds up to \$500.00. For example, (a) if an applicant's conference has a total cost of \$600.00 EFC will provide funds to the value of \$300.00; (b) if an applicant's conference has a total cost of \$1,000 EFC will provide funds to the value of \$500.00; (c) if an applicant's conference has a total cost of \$4,000, EFC will provide funds to the value of \$500.00;
- Funds will be paid to either a Griffith University account (applicant must specify Speedtype and Class) or a personal bank account.

1.3. Requirements

- Applicant must be participating in the conference as either presenting author of an oral paper or coordinator of a symposium/workshop;
- Applicant must provide evidence of:
 - o The abstract acceptance;
 - o This must also identify the applicant as a speaker or coordinator;
- Applicant must provide evidence of expenses of entire trip (travel, accommodation, registration, other expenses etc);
- Applicant must list EFC as their primary academic address (evidence required); and
- If payment is to a personal bank account the applicant must complete a Vendor Form if their details are currently not in the Griffith finance system.

1.4. Restrictions

- The amount awarded is at the discretion of the EFC; and
- A maximum of one (1) successful application per member per calendar year is permitted.

1.5. Submission and Selection Process

- Applicant must submit the completed application (with all required attachments) to the specified Administrative Coordinator in person or via internal mail;
- Administration will date and time stamp the receipt of application;
- Centre Administration will initially review each application to ensure all key requirements and provisions are met and provided by the applicant;
- Authorisation is granted by the Director or Deputy Director of EFC;
- Payment is then requested by Administration and a confirmation email to applicant will be sent.

1.6. Availability

- The Conference Support Scheme is offered to eligible members throughout each calendar year subject to funding availability; and
- There is no set closing date for this scheme; members can submit applications at any time.

2. Scott Piper Award for Best Student Paper

The Scott Piper Award for Best Student Paper is in memory of Dr Scott Piper and recognises the best student publication from the previous year. The Centre is proud of the research our HDR students (Masters or PhD) produce each year and uses this support program to recognise achievement.

2.1. Target Group

- HDR student members are the focus of this support program.

2.2. Award

- The winning applicant will receive a \$500.00 cheque, keepsake trophy and details engraved on the Scott Piper Award perpetual trophy;
- A maximum of two (2) runners-up will each receive a \$100.00 cheque plus keepsake trophy;
- If the competition is not strong a first place will only be issued; and
- The winner will be given the opportunity to present their research findings to the Centre at the EFC Retreat.

2.3. Requirements

- Applicant must have been an HDR student member of EFC (supervisor must be a Full or Associate member) in the year the paper was submitted;
- Applicant must be first author on the paper listed;
- Applicant must list EFC as primary academic address on paper;
- Applicant must provide complete PDF copy of paper (actual journal print version);
- Applicant must publish in a journal with an ERA rank of A+, A or B (as graded by the ARC http://www.arc.gov.au/era/era_journal_list.htm); and
- Paper must be published in the previous calendar year. For example, the best paper of 2010 will be awarded in June 2011.

2.4. Submission and Selection Process

- Applicant must submit the completed application (with all required attachments) to the specified Administrative Coordinator in person or via internal mail by the specified closing date and time;
- Administration will date and time stamp upon receipt of application;
- Centre Administration will initially review each application to ensure all key requirements and provisions are met and provided by the applicant;

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- Each application is reviewed by a panel of three (3) external judges, who will judge each paper with a mark out of 10 for significance of research question, scientific rigour and impact;
 - Authorisation is granted by the Director or Deputy Director of EFC;
 - Drawing of cheques is then requested by Administration and actioned by Planning and Financial Services.

2.5. Availability

- The Scott Piper Award is offered once per year subject to funding availability;
- All applications must be received by Administration no later than 5.00pm on 1 April each year; and
- The award is presented at the EFC Retreat in June.

3. Postgraduate Publication Scheme

The EFC supports and recognises our HDR students by offering an award for publishing papers. The Centre understands the effort, dedication and time involved in publishing papers to a high standard.

3.1. Target Group

- Any HDR student member (Masters or PhD) that publishes during the course of the calendar year is eligible to apply for this program;
- In exceptional circumstances Honours students that are enrolled at Griffith University may also apply.

3.2. Award

- Funds are awarded to eligible students based according to the Australian Research Council (ARC) rankings;
- A student will receive the following amounts for a paper published in a:
 - o Journal with ERA rank of A+ \$700.00
 - o Journal with ERA rank of A \$500.00
 - o Journal with ERA rank of B \$300.00
- Funds will be paid to either a Griffith University account (applicant must specify Speedtype and Class) or a personal bank account.

3.3. Requirements

- Applicant must be a HDR student member of EFC (supervisor must be a Full or Associate member) at the time of manuscript submission;
- Applicant must be first author of the paper submitted with application (evidence required);
- Applicant must publish in a journal with an ERA rank of A+, A or B (as graded by the ARC http://www.arc.gov.au/era/era_journal_list.htm);
- Applicant must list EFC as their primary academic address; and
- Applicant must have their paper accepted for publication in the calendar year of which the application is made.

3.4. Restrictions

- The amount awarded is at the discretion of the EFC.

3.5. Selection Process

- Applicant must submit the completed application (with all required attachments) to the specified Administrative Coordinator, in person or via internal mail;
- Administration will date and time stamp upon receipt of application;
- Centre Administration will initially review each application to ensure all key requirements and provisions are met and provided by the applicant;
- Authorisation is granted by the Director or Deputy Director of EFC;
- Payment is then requested by Administration and a confirmation email to applicant will be sent.

3.6. Availability

- The Postgraduate Publication Scheme is offered to eligible members throughout each calendar year subject to funding availability;
- HDR students can apply for more than one award i.e. if a HDR student publishes three papers in one calendar year, an application for each published paper can be submitted; and
- There is no set closing date for this scheme; members can submit applications at any time.

4. Honours Thesis Write-Up Scholarship

EFC provides support to recently completed Honours students to encourage and assist them in writing and publishing a paper from their Honours Thesis. The outcome of this scholarship should be submission of at least one paper to an appropriate journal.

4.1. Target Group

- This scholarship is dedicated to student members (supervisor must be a current full or associate member of EFC) that have completed their Honours qualification.

4.2. Award

- The Honours Thesis Write-Up Scholarships are valued at up to \$2,000, with a maximum of \$1,000 provided by the Supervisor and EFC providing matching funds (up to \$1,000);
- This award is equivalent to \$500.00 per week (tax free) for a full time work load for four weeks; and
- This award may be extended by the supervisor (at the expense of the supervisor).

4.3. Requirements

- Applicant must have completed their Honours qualification (submitted and received results) under the supervision of a Full or Associate member of EFC;
- Applicant must provide the following documentation with the application:
 - o Current Resume / CV;
 - o Current Memorandum of Results / Academic Transcript including GPA;
 - o Outline of prospective papers and targeted journals;
 - o Letter of support from Supervisor;
 - o Outline of available or preferred start and completion dates;
- The Honours Thesis Write-Up Scholarship will:
 - o Run over a four week period on a full-time basis, or the equivalent on a part-time basis;
 - o Offer a maximum of \$1,000 funding from your Supervisor with matching funds up to \$1,000 from EFC;
 - o Provide payment in two instalments. The funds provided by your supervisor will be paid upon commencement of the work, with the EFC providing the balance funds upon completion of the scholarship;

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- The final balance will not be paid until the student provides the specified Administrative Coordinator with a copy of:
 - o The submitted paper;
 - o Proof of submission or acceptance letter/email for review; and
 - o User friendly abstract (with minor modification from the paper abstract) for use in EFC communications and promotions.

4.4. Restrictions

- The amount awarded is at the discretion of the supervisor and EFC;
- Due to limited funds, not all applications will necessarily be awarded a scholarship;
- The application process will be competitive; and
- A maximum of one application per eligible student is permitted.

4.5. Selection Process

- Applicant must submit the completed application (with all required attachments) to the specified Administrative Coordinator, in person or via internal mail by the specified date and time;
- Administration will date and time stamp the receipt of application;
- Centre Administration will initially review each application to ensure all key requirements and provisions are met and provided by the applicant;
- Eligible applications will be confirmed with each listed supervisor that full support is granted (by the supervisor);
- Eligible applications will be ranked according to Honours grade (highest to lowest). Candidates will then be selected according to the number of available scholarships for that round. For example, if eight applications are received and only four scholarships available, the top four ranked Honours grade students will be successful for scholarships;
- Authorisation is granted by the Director or Deputy Director of EFC;
- Payment is then requested by Administration and a confirmation email will be sent to applicant.

4.6. Availability

- There are two application and offer rounds for this scholarship subject to funding availability, with closing dates being 5.00pm on 1 July and 1 December each year; and
- Generally, more scholarships will be awarded in Round II (1 December) due to a higher completion number of Griffith Honours students usually at this time.

5. Summer Studentship

The EFC Summer Studentships serve two functions: (a) to expose undergraduate students to a variety of research techniques to support and encourage their transition into their Honours; and (b) supporting Full Members and their research projects.

5.1. Target Group

- Summer Studentships are offered to undergraduate students, with preference going to third year students and those applying to enter their Honours at Griffith University.

5.2. Award

- Summer Studentships offer up to \$2,800.00, with a maximum of \$1,400.00 provided by your supervisor with matching funds up to \$1,400.00 provided by EFC;
- This award equates to \$350.00 per week (tax free) for a period of 8 weeks;

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- Any supervisor who has students unsuccessful in applying for a full Summer Studentship, may choose to offer them a half studentship valued at up to \$1,400.00. This is at the sole discretion of each supervisor as no funds will be contributed by EFC. To coincide with a reduction in funds, the duration of a half studentship may also be adjusted.

5.3. Requirements

- The specified supervisor on each application must be a Full or Associate member of EFC;
- Project must be discussed with (and confirmed by) the specified supervisor prior to submitting the application;
- Project must be consistent with EFC research themes/programs and objectives;
- Supervisor must be willing and able to provide funding up to \$1,400.00 (the final offered amount is at the discretion of the supervisor);
- Applicant must provide the following documentation with the application:
 - o Current Resume / CV;
 - o Current Memorandum of Results / Academic Transcript including GPA;
 - o Outline of research interests, future goals, plans to undertake the Griffith Honours Program, reasons for wanting to undertake a Summer Studentship and what you want to achieve from the experience;
 - o Outline of proposed project authorised by proposed supervisor;
 - o Vendor Form (if personal and bank details are not currently in the Griffith Finance system)
- The Summer Studentship will:
 - o Run over an eight week period;
 - o Offer a maximum of \$1,400.00 funding from your Supervisor with matching funds up to \$1,400.00 from EFC;
 - o Provide payment in two instalments. The funds provided by your supervisor will be paid upon commencement of the work, with the EFC providing the balance funds upon completion of the studentship;
 - o The final balance will not be paid at the completion of the studentship until the student has provided the specified Administrative Coordinator with a Final Report (authorised by the supervisor) outlining details of their project, what was achieved, research techniques undertaken etc.

5.4. Restrictions

- The amount awarded is at the discretion of the supervisor and EFC;
- The selection process is competitive and not all applicants will necessarily be awarded a studentship.

5.5. Selection Process

- Applicant must submit the completed application (with all required attachments) to the specified Administrative Coordinator, in person or via internal mail by 5.00pm on 1 November;
- Administration will date and time stamp the receipt of application;
- Centre Administration will initially review each application to ensure all key requirements and provisions are met and provided by the applicant;
- Eligible applications will be confirmed with each supervisor (that full support is granted by the supervisor and appropriate funds are available);
- Eligible applications will be:
 - o ranked according to GPA (highest to lowest); and
 - o awarded to students with consideration of the supervisors (to share the workload and support offered to our Full members);

- Authorisation is granted by the Director or Deputy Director of EFC;
- Payment is then requested by Administration and a confirmation email will be sent to the applicant.

5.6. Availability

- Summer Studentships are generally offered over the summer holiday period between the end of Semester II and commencement of Semester I subject to funding availability;
- The closing date for this program is 1 November each year.