

Student Research Funds Guideline

1. Objective

The Melbourne Dental School provides funding to support project costs relating to research undertaken by students engaged in substantive research projects.

2. Scope

Eligibility criteria

- Graduate research students enrolled in a PhD or MPhil at the Melbourne Dental School
- Graduate coursework degree programs with a substantial research component including the Doctor of Clinical Dentistry, BSci (Hons), BBioMed (Hons) or Master BMedSci projects undertaken within the Melbourne Dental School

3. Funding

Eligible expenses are outlined below.

Claimable Expenses (funded)	Non-Claimable Expenses (not funded)
Small equipment, maintenance, and consumables (including participant reimbursement costs) to support the current research project.	Travel, accommodation and conference registration costs*
Use of Equipment and research platforms	Printing and binding of thesis, posters and laminating
Computer software of a specialised nature used for conducting research (subject to discussions with Ba Chau Nguyen, via mds-facilities@unimelb.edu.au)	Computer hardware (including laptops, iPads, DVDs, CDs, USBs, and external hard drives), online survey tools e.g. Survey Monkey licences, and mobile phones
Statistical advice or referral to other statistical resources.	Incidental expenses and food whilst on University approved travel or catering for events or activities.
Photography and audio-visual equipment or support to enable research to be undertaken (subject to discussions with Ba Chau Nguyen, via mds-facilities@unimelb.edu.au)	Requests for duplicate equipment already available for use within the school, including laboratory items.
Article processing costs related to peer-reviewed journal publications, however students are encouraged to exhaust open access options in the first instance.	Student stipends or scholarships
	Casual staff (academic or professional)

* Students wishing to obtain funding to attend conferences should apply for the [Student Travel Award](#).

4. School Support and Resources

Prior to applying for funding, students are advised to consult staff (below) to understand what resources and support is already available to them.

Staff Member	School Resources Provided
Paolo M. Cattaneo (paolo.cattaneo@unimelb.edu.au)	Referral to other statistical resources
Ba Chau Nguyen (mds-facilities@unimelb.edu.au)	Computer hardware including DVDs, CDs, USBs, external hard drives etc, online survey tools eg Survey Monkey licenses.

Ba Chau Nguyen (mds-facilities@unimelb.edu.au)	Computer software of a specialised nature used for conducting research.
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5. Grant Conditions

- Any form of equipment approved for purchase remains the property of the Melbourne Dental School upon completion of the research project.
- The Melbourne Dental School will not accept applications for retrospective funding. It is both the student/s' and supervisor's responsibility to ensure that applications are submitted within the respective rounds during the period of candidature.

6. Funding applications

All students except DDS coursework students are required to apply for grant funding. Students may apply for funding during either of two application rounds per year. The approximate dates for each of the two funding rounds will be announced via the MDS website at the commencement of each academic year. Eligible students will be notified via a Canvas announcement on the opening date of each round. Applications are to be submitted via an online form by close of business of the specified date. Late applications will not be considered.

7. Post-award

All applicants and their supervisors will be informed of the application outcome via email (University email addresses only). Students will be allocated funds to spend via a process of reimbursement, or through the University preferred process which is to raise purchase orders for items. In both cases invoices will need to be presented and addressed to 'The University of Melbourne.'

8. Ethics Approval

Funding for projects that require human or animal ethics will be contingent on obtaining ethics approval. All students associated with a research project that requires Ethics Approval must undertake Research Integrity Online Training: [RIOT training](#). Funding will not be released until a formal letter of ethics approval is presented.

9. Research funds claimable period

Research funds must be spent by the end of the student's enrolment in the relevant research subjects/course. All funds unspent will be returned to School's operating account.

10. Roles and Responsibilities

Role/Decision/Action	Responsibility
Overarching responsibility for incident management.	Head of School
Financial approver	Director of Research on behalf of the Head of School
Generation of account strings and financial journals	Finance Business Partner
Delegated responsibility for the use of allocated research funds for eligible students in the School.	Student with guidance and support from their supervisors
Coordination of applications from students.	Research and Graduate Research Coordinator
Approval of applications	Director of Research Team Leader (Technical Support) School Manager

11. Responsible Officer/s

The School Manager in consultation with the Director, Research is the approver of this guideline

12. Implementation Officer

The Research and Graduate Research Coordinator is responsible for the development, compliance

monitoring and review of this guideline. Enquiries about the interpretation of this local guideline should be directed to the School Manager or the Director of Research via email: mds-researchsupport@unimelb.edu.au

13. Review

The Local Guideline will be reviewed annually, or as otherwise required.

14. Version History

Version	Approved By	Approval Date	Effective Date	Notes
2.0				
1.0	School Manager and Director of Research	23 April 2025	24 April 2025	