

## **Implementation of Changes to the *Guidelines for Essential Facilities*** Higher Degree by Research Students

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### **What Changes Have Been Made to the Guidelines for Essential Facilities?**

The Graduate Research School has revised the Guidelines for Essential Facilities. The revisions are designed to improve the flexibility of Curtin's funding support for HDR students to ensure that we can support excellent and innovative HDR research. They have also been revised to improve student experience in managing their research costs and reimbursements.

There has been no change to the overall amount of research support funding (previously termed 'consumables') or conference support.

Changes to take note of are:

- Consumables funding is now called research support funding
- For Doctoral students, research support funding will now be allocated to two payments of equal value. The first amount will be available at the satisfaction of Milestone 1, the second amount will be available at the satisfaction of Milestone 2.
- For Masters by Research students, research support funding will now be allocated in one payment to be made available at the satisfaction of Milestone 1.
- If students are required to access a funding allocation prior to satisfying the respective Milestone, provision has been made for this.
- Research support funds can now be used to support travel and accommodation associated with internships or visiting positions at other Universities.
- Conference support can now be used to support travel and accommodation associated with internships or visiting positions at other Universities.
- Conference support can now be used up until course completion, i.e., during the period of thesis examination.
- Where practical, claims are to be submitted within 90 days of the expense being incurred.

### **Changes Made to the Reimbursable Items List**

The reimbursable items list has been revised to expand the type of items that can be supported by the research support fund. Notable changes include:

- Journal publishing costs are supported.
- Suggested limits for research participant costs reimbursement and accommodation costs have been removed.
- Specialised software and software licensing costs, where these are not available already at Curtin, are supported.
- Costs for panel data and data recording devices (including images) are supported.

### **Practice Changes**

To assist with the rapid processing of claims students are strongly encouraged to:

- Clearly narrate claims submitted to Concur (see reimbursable items list for suggested narrations).
- Include a copy of the receipt/ tax invoice. Ensure that the supplier name and ABN, the date of purchase and item description is legible.

- Include any other supporting documentation as required, eg, evidence of supervisor support for training costs, Graduate Research School travel approval notification for travel expenses.

### **Will the changes be retrospectively applied?**

The changes to the way payments are structured and aligned to milestones will be implemented from now. Concur balances will be updated as soon as possible. If you are exempt from completing Milestone 2 (so you have already done 18 months of study), don't worry, your full allocation will still be available to you when you require it.

If you are a current student and you submitted a claim in 2018 which was not approved but you believe this claim would be supported under the newly revised Guidelines, please resubmit your claim via Concur and it will be reconsidered accordingly.

### **Where can I find information?**

All the relevant materials for the Essential Facilities Guideline will be available via Curtin's Current Students webpage over the next two weeks.