

Research Project Budget and Expenditure

Guidelines for appropriate use of postgraduate research project funds in the Department of Physical Geography

Commencing in 2004, there will be an allocation of up to \$6,000 per annum for research-related costs attached to postgraduate research projects within the University. This document is intended to provide both guidelines and a framework for appropriate use of these funds within the Department of Physical Geography.

1. You will be required to draw up a budget of expected costs for the year ahead. This should be completed by the end of Week 4 of semester 1 of the Macquarie University teaching calendar. This budget should include items such as expected field-work expenses, computing costs (e.g., for atmospheric science students using the Department's Unix facility, this would require an allocation of about \$1,200/year), travel expenses, conference expenses, as well as including costs of telephone calls, printing expenses, faxes, and photocopying!! All of these items are real costs to the Department and are not free! You should consult with your supervisor on your budget. Physical Geography staff have experience with costing issues associated with regularly applying for grants, etc. Budgets need to be formulated at the commencement of each year, detailing expected expenditure for the year ahead.
2. There should be an allocation of \$2,000 in your budget for your supervisor. This allocation is for project-related expenses concerned with supervision of the postgraduate project and would be used at the discretion of the supervisor (e.g., for travel expenses related to visiting the postgraduate student's associate supervisor on the project; co-attendance with the student at conferences related to the project, etc.).
3. The full-time equivalent funding allocation will be \$6,000/year attached to each postgraduate project. This translates to \$3,000 for each full-time equivalent half year enrolment (e.g., those students commencing their graded Masters Honours *degrees* in second semester) and \$3,000 for each part-time equivalent full year enrolment. For PhD students commencing their fourth full-time year of candidature, an allocation of \$3,000 will be made. If the student has not completed by 3 ½ years, and goes into the second half of their fourth year of candidature, a new budget should also be made for the second half of this year in order to gain the extra \$3,000 if required.
4. Postgraduate students awarded, and in receipt of, Department of Physical Geography scholarships (at the Australian Postgraduate Award (APA) rate) will not receive the \$6,000/year allocation.
5. Administration procedures: For simple listed budgetary items of less than \$100, it will be sufficient for authorisation to be made by the Physical Geography Finance Officer (Anthony Hale). For those items in excess of \$100, the supervisor will need to also sign authorisation of the expenditure. **All budgeted items must have direct relevance to the thesis for research expenditure.**
6. All allocated accounts are subject to standard auditing procedures.
7. Any unspent annual allocation will be returned to the central Departmental account immediately following 31 December in any year. A case would need to be made for funds to be carried forward into a subsequent year.