

# SUMMER RESEARCH SCHOLARSHIPS PROCEDURE



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## 1 PURPOSE

- 1.1 CQUniversity has established a programme of Summer Research Scholarships to support students to undertake short-term research projects within the University's areas of research strengths. The intent of this program is to raise aspirations in individuals to consider undertaking a research higher degree and support the development of research culture across the University.
- 1.2 This procedure outlines the eligibility requirements and process for administering Summer Research Scholarships.

## 2 SCOPE

- 2.1 This procedure applies to eligible individuals applying for a Summer Research Scholarship, and to CQUniversity employees who administer the Scholarship.

## 3 PROCEDURE

- 3.1 The Summer Research Scholarships (Scholarships) are intended to provide study pathways for students with a genuine interest in proceeding on to research higher degree (RHD) study in the future.
- 3.2 A maximum of 10 Scholarships will be awarded each year, in addition to one further award being designated as an Indigenous-specified award.
- 3.3 Each Scholarship will provide:
  - a stipend living allowance of \$4,000 (to be paid to the candidate fortnightly through the University's payroll system, over the eight week duration of the project), and

- a Research Support Grant of up to \$2,000 towards the research costs of the proposed Scholarship project.

## Eligibility

- 3.4 Scholarships are open to any individual, provided:
- they have completed at least two years of full-time undergraduate study (or the part-time equivalent)
  - they do not hold a RHD qualification
  - they have not been admitted into a RHD at any institution, and
  - at time of application, they are resident in Australia, or can demonstrate that they hold a relevant visa that permits them to enter/stay in Australia for the duration of the proposed research program.
- 3.5 Previous CQUniversity Summer Research Scholarship recipients are not eligible to re-apply.

## Conditions

- 3.6 Applications for the Scholarship will be called in approximately September of each year. Applications must be received in the format prescribed, by the School of Graduate Research, before the published deadline ([Appendix A](#)). Late and/or incomplete applications will not be considered.
- 3.7 Applications must identify both a project and the proposed supervisor. The supervisor must be a CQUniversity employee who holds active registration as a RHD supervisor, in any category of supervision.
- 3.8 The research project activity must occur between 1 November and 28 February each year. An offer of award will be withdrawn for any project that has not commenced before the first working Monday in January in each year.
- 3.9 Scholarships may be pursued at full-time or part-time mode, with the usual circumstance being full-time study over eight weeks. A project may continue beyond eight weeks duration (e.g. in the case of part-time study), however no further stipend will be payable, and the project must be delivered by 28 February.
- 3.10 Studies can be undertaken at any CQUniversity campus or via distance. For distance projects, it must be clearly demonstrated that there is appropriate supervision plan in place, and that the student will have access to any required resources (for example, distance would not normally be considered for projects requiring laboratory access). It is expected that all studies will be undertaken in Australia, unless by special negotiation.
- 3.11 Where the proposed project activity has a need for ethical clearance, an application will be eligible only where the following rules have been met:
- Projects requiring a low-risk application to the Human Research Ethics Committee will be acceptable if the principal supervisor has contacted the Committee Chair to discuss the project and advise of the intention to submit a low-risk application. This must be clearly identified on the application form.
  - Projects requiring a full national ethics application to the Human Research Ethics Committee will be acceptable only where ethical clearance for the project has already been granted at time of lodging the Scholarship application. In this case, the application should indicate that a project variation shall be submitted to the Committee in order that the scholar be added to the list of key personnel in the project.
  - Projects requiring clearance from the Animal Ethics Committee will be acceptable only where ethical clearance for the project has already been granted at time of lodging the Scholarship application. In this case, the application should indicate that a project variation shall be submitted to the Committee in order that the scholar be added to the list of key personnel in the project.
- 3.12 Applications for research activities that have requirements for Research Risk clearance will be eligible only where the proposed supervisor has contacted the Research Risk Officer to discuss the project, prior to lodging the application. The application must include a statement confirming that either:
- Research Risk clearance will not be required for the project

- Research Risk clearance will be sought upon advice that the project has been successful, and that this can be reasonably done within the proposed project timeframes, or
  - relevant Research Risk clearances are already in place and the scholar will receive an induction from the supervisor as to the existing protocols and relevant safety standards.
- 3.13 For the purposes of administering University policy and procedure, and in providing access to information and resources, a Summer Research Scholar will be afforded the same status as a RHD candidate for the duration of their award. A scholar must carry out the project in accordance with relevant University policy and procedures.

### **Expenditure of research project funding**

- 3.14 Scholars may apply for up to \$2,000 in funding to cover the direct costs of the proposed research activity. Any such expenditure must abide by the [Procurement Policy and Procedure \(FMPM\)](#) and occur within the proposed project timeline.
- 3.15 A project budget will be approved based on the information provided in the application process. Where a Scholar wishes to amend or adapt the existing budget, a variation request may be lodged with the Dean, School of Graduate Research for approval. Such variation requests may only be submitted prior to the nominated finish date of the project, and not as a mechanism to access unused funds after project completion.
- 3.16 Research funding may also be drawn from the \$2,000 pool to be used to cover the costs of research dissemination activities, for example, conference attendance or open access publications fees. This type of funding may be expended up to six months post-award. Funds that have not been expended by the six-month mark will be forfeited. Use of research funding for conference travel must be fully compliant with the [Travel Policy and Procedure \(FMPM\)](#), with all travel bookings being facilitated through the School of Graduate Research.
- 3.17 A Scholarship is not intended to be used to support an existing or planned undergraduate research project or honours topic. Where doubt exists in this respect, a statement will be requested from the proposed supervisor confirming that the project is not related to such studies.
- 3.18 Research support funding will not be provided to facilitate face-to-face visits between the scholar and the supervisory team.
- 3.19 Research support funding will not be provided for the purposes of supporting a candidate to travel to a CQUniversity campus where their place of residence is less than 200km in proximity to the campus.
- 3.20 Scholarship recipients and/or their supervisors should note that any project funding directed towards technology purchases, such as computers, tablets or other devices, must be expended in accordance with University policy, and that this equipment will remain the property of the University, both during and after the research activity. Assets will be returned to the School of Graduate Research at the conclusion of the project. Reasonable efforts should be made to identify existing assets that may be able to be used or shared, rather than purchase of new equipment
- 3.21 Any project funding directed towards research participant incentives in the form of gift cards, must comply with the [Gift Cards Procedure](#).
- 3.22 Project funding may not be used to purchase subscriptions or licences that exceed the project period (e.g. annual licences).

### **Assessment process**

- 3.23 Applications will be ranked in order of merit, using a point score system. The merit criteria and the range of points available for each criterion are described in [Appendix A](#).
- 3.24 The Summer Research Scholarship Assessment Panel will be chaired by the Dean, School of Graduate Research, and shall include representation from each of the Schools within the Higher Education division, as well as a representative of the Office of Indigenous Engagement. The School of Graduate Research shall provide support to the Assessment Panel.

- 3.25 A conflict of interest will be deemed to exist where a Panel member is an applicant's proposed supervisor, or in such other cases where there is a direct personal or professional affiliation with an applicant. Panellists must declare their conflict of interest to the Committee Chair and abstain from any discussion of the applicant in question.
- 3.26 The assessment process shall proceed as follows:
- In the first instance all applications will be reviewed for completeness. Incomplete applications will not be considered by the Assessment Panel.
  - The School of Graduate Research will collate a list of complete applications and send this to the Panel for ranking of scholarships.
  - A minimum of two assessors will consider each application and provide scores for ranking purposes. In addition, the Dean, School of Graduate Research shall consider all applications and provide scores to be used for moderation purposes, in the event that the original assessors' rankings differ substantially. No assessor may provide a score for an application where s/he is listed as the proposed principal or associate supervisor.
  - Applications and a summary list will be forwarded by the School of Graduate Research to the Assessment Panel for moderation. An Assessment Panel meeting will be convened by the School of Graduate Research to draft an order of merit, including a rank ordered Reserve List.
  - The School of Graduate Research will commence scholarship outcome notifications once applications for admission are finalised.
- 3.27 All applicants will be considered for the standard round of Scholarships, irrespective of whether they are Indigenous identified. Following the allocation of those 10 awards, a separate round will be conducted with the remaining Indigenous-specific applicants, to award the Indigenous-specified scholarship.
- 3.28 The Assessment Panel reserves the right not to award all the available Scholarships, if applications are not suitable or of high-quality.
- 3.29 Written offers of award will be made in order of merit until all available awards are accepted. Successful Scholarships must be taken up in the period specified in the offer.

## **Appeals**

- 3.30 Unsuccessful applicants who believe they have reasonable grounds for dissatisfaction with any aspect of the selection procedure may request a re-evaluation of the original application. Such a request should be made in writing to the Chair of the Scholarship Assessment Panel not more than 28 days after official notification of the outcome of the selection process.

## **Project completion**

- 3.31 At the completion of the project, all scholars will be required to provide an oral presentation and/or written final report to the Research Higher Degrees Committee (RHDC), describing the key findings of their study. This is due no longer than two months after the completion of the project activity (not including post-award conference presentations).

## **Termination of an award**

- 3.32 The University reserves the right to terminate a Scholarship in circumstances where:
- appropriate supervision is no longer available, or
  - the project or scholar is in breach of the University's policies relating to the appropriate and scholarly conduct of research.
- 3.31 Termination of the award would be discussed with the scholar, supervisor and other relevant decision-makers prior to withdrawal of funding and/or stipend. Where possible, the scholar should be provided with an opportunity to redress any breaches or misconduct, prior to the award being terminated.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Dean, School of Graduate Research is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

### Reporting

- 4.2 Outcomes of annual Scholarships rounds, including a list of successful applicants, a brief report on the project outcomes for each, and rates of conversion into RHD enrolments (where available), will be presented to the RHDC before 30 June each year.

### Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct for Research](#)

[Procurement Policy and Procedure \(FMPM\)](#)

[Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#)

[Student Research Misconduct Policy and Procedure](#)

[Travel Policy and Procedure \(FMPM\)](#)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Higher Degrees Committee
Advisory Committee to Approval Authority	N/A
Administrator	Dean, School of Graduate Research
Next Review Date	19/09/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Research Higher Degrees Committee 18/08/2016.
Amendment Authority and Date	Research Higher Degree Committee 23/08/2017; Research Higher Degrees Committee Executive 23/08/2018; Research Higher Degrees Executive Committee 19/09/2019.
Notes	

## 9 APPENDIX A: Order of merit criteria

A point score system aims to facilitate the ranking of applicants in order of merit. It provides for a score of up to 50 points for each applicant.

These criteria are an adapted format of those described in the [Research Training Program and Research Higher Degree Scholarships Policy and Procedure](#).

### 9.1 Academic achievement and writing skills (0-20 points):

- A score for academic achievement will be allocated based on performance of the applicant in previous academic programs, as evidenced by transcript information, academic awards and/or any citations received by the applicant, and
- Points may be assigned for the applicant's writing skills, as demonstrated throughout the application and through samples of peer-reviewed publications or other relevant materials produced by the applicant.

### 9.2 Quality of research proposal and alignment with CQUniversity research priority areas (0 - 15 points):

- the application must include details of the proposed research topic, including the research question and method/s by which they plan to study it. A proposal must include a clearly stated project budget and timeline. The proposal will be considered with regard to the overall feasibility of the project (having regards to timelines and resourcing) and appropriateness to the Summer Research Scholarship program, and
- applicants must provide a short statement describing their knowledge of CQUniversity's current research priority areas and research environment, and how their proposed research will contribute to research outputs and research culture in these areas. A list of the University's research priorities areas will be published alongside the call for applications.

### 9.3 Motivation, research experience and research environment (0 – 15 points):

- evidence of motivation should be demonstrated by providing a statement of research philosophy including what research questions are of interest as well as why the applicant is intending to undertake a research higher degree and what their long term career goals are
- research experience can be demonstrated through recent and relevant professional or academic experience, including paid employment or voluntary positions that include research-relevant duties. In judging research experience, assessors will have regard to the track record of the applicant relative to opportunity. Assessors will also have regard to the opportunities that the proposed project represents to the scholar in terms of acquiring a particular research skill set (for example, information literacy, data collection, data analysis, manuscript preparation and other areas)
- evidence of research linkages should be demonstrated by a statement describing current or recent working relationships with prospective CQUniversity research supervisors and/or other experts in the proposed field of study, and
- the application must include a statement from the proposed principal supervisor, describing how the applicant and project will contribute to CQUniversity research priorities and/or research activities being undertaken in their School/discipline area (300 words maximum). The supervisory panel must also provide relevant information about the track record of the proposed supervisors in relation to RHD training (e.g. timely completions) and research outputs (500 words maximum).