CAPSTRANS
UNIVERSITY OF WOLLONGONG

APPLICATION FOR FIELDWORK ASSISTANCE
FOR POSTGRADUATE RESEARCH STUDENTS

CAPSTRANS believes that the cost of essential fieldwork for research degree projects is primarily the responsibility of the faculties in which CAPSTRANS student affiliates are enrolled. At the same time, CAPSTRANS recognizes that students conducting research on Asia-Pacific related topics often need to travel within the region for extensive periods of fieldwork, and that faculties do not have sufficient resources to cover all associated fieldwork costs. For this reason, CAPSTRANS at the University of Wollongong has set aside a specific pool of funding to assist its affiliated postgraduate research students with some of the costs associated with conducting research fieldwork necessary for the completion of their research degrees.

Allocations are from a limited pool and therefore may not cover all costs. Applicants are advised to seek additional funds from Faculties, the University and external funding bodies. All applications will be forwarded to the relevant faculty for advice prior to approval.

Normal funding range is between $1000 and $2000 per candidature. Note that under University regulations, postgraduates are not permitted to apply for per diem amounts. Applicants must supply appropriate evidence of realistic expenses according to the location of the fieldwork. Any previous fieldwork assistance provided by CAPSTRANS will be taken into consideration at the time the application is assessed.

Two application rounds will be held per year (March and September).

1. Eligibility:

The following students are eligible to apply for fieldwork grants:

1.1. Postgraduate research students (Masters by research or PhD) who are formal members of CAPSTRANS (see Research Student Membership Guidelines);

1.2. The requirement for fieldwork should be indicated by the Head of Postgraduate Studies (HPS) either in the original application for admission to the University and/or in the First Year Research Proposal Review; and

1.3. The Applicant must not have exceeded the maximum funding period allowed for their degree (i.e. 2 years FTE for masters and 4 years FTE for PhD).

2. Application process:

2.1. All applications should be completed on the relevant application form, and returned to the Faculty of Arts Research and Internationalisation Coordinator (Ms June Aspley) by the relevant due date.
2.2. Applications will be assessed by a Sub-committee of the Faculty of Arts Research Committee (FRC). The sub-committee must include either the Director or Deputy Director of CAPSTRANS.

2.3. Support is conditional upon there being written support from supervisors and formal evidence of satisfactory progress (e.g. satisfactory completion of the First Year Research Proposal Review or Annual Progress Report).

2.4. Applications must have approval of the Chair of the Faculty Research Committee in the Faculty in which the student is enrolled.

2.5. No funds will be released until all relevant Ethics Committee clearances being completed. An application may be submitted if UoW Ethics Committee clearance has been requested but not yet granted.

3. Assessment criteria:

As there is a limited pool of funds available, all applications will be assessed on a competitive basis. The following criteria will be used in ranking applications:

3.1. The fieldwork shall be integral to the research project and its centrality to the research identified in the First Year Research Proposal Review;

3.2. Priority will be given to students who are at a crucial point in their research and who have limited or no support from other sources; and

3.3. Evidence of invitations, institutional links etc. to make the fieldwork viable will permit higher ranking of an application.

4. Conditions:

4.1. A statement about the student’s research project must be included on the CAPSTRANS web-site (in some circumstances this requirement may be waived);

4.2. Upon completion of fieldwork activities a two-page report should be forwarded to the Director of CAPSTRANS;

4.3. Any resulting publication should carry formal acknowledgement of CAPSTRANS support; and

4.4. Copies of any papers and publications resulting from the fieldwork will be lodged with CAPSTRANS.

5. Appeals:

5.1. The only grounds normally permitted for an appeal against a funding decision made by the FRC Sub-committee are:

5.1.1. Procedural irregularity in the conduct of the FRC Sub-committee; or
5.1.2. Documented evidence of prejudice or bias on the part of one or more of the members of the FRC Sub-committee.
5.2. An applicant for CAPSTRANS Fieldwork Assistance who has identified circumstances outlined above (5.1.1 or 5.1.2) may appeal to the Director, in writing, within 28 days of a being notified of the decision by the FRC Sub-committee. The applicant must set out fully the grounds for the appeal and provide documentary evidence in support of the appeal.

5.3. The Director may determine that the appeal be dismissed or, if he/she finds that one of the two grounds for appeal above is satisfied, he/she will refer the matter to the Dean, Faculty of Arts.

5.4. The Dean, Faculty of Arts (or delegate) may determine that the appeal be dismissed or, if he/she finds that one of the two grounds for appeal above is satisfied, will make a final decision as to whether the Application for Fieldwork Assistance should be supported.
CAPSTRANS
POSTGRADUATE RESEARCH STUDENT
APPLICATION FOR FIELDWORK ASSISTANCE

FAMILY NAME: FIRST NAME:

STUDENT NO: COURSE:

YEAR COMMENCED: YEARS COMPLETED:

FACULTY: ACADEMIC UNIT:

SUPERVISORS:

THESIS TOPIC:

Have you successfully completed your First Year Research Proposal Review? Yes/No Date Completed

To be considered for a grant please advise what financial assistance you have had/will have in support of this application:

(i) University Research Student Travel Fund Yes/No Amount $
(ii) Faculty Fieldwork Fund Yes/No Amount $
(iii) Other research grants Yes/No Amount $
Name/type of other grant

SUPPORTING STATEMENT FROM SUPERVISORS

Please indicate the importance of the fieldwork to the thesis and any areas of the proposal that could be further developed.

SUPERVISOR'S SIGNATURE SUPERVISOR'S SIGNATURE
Date: Date:
FIELDWORK ASSISTANCE STATEMENT – TO BE COMPLETED BY APPLICANT

Using the attached Fieldwork Plan Guide, attach the following documents to your application:

1. A detailed statement of your planned fieldwork activities and budget (refer to Fieldwork Plan Guidelines. Note that incomplete applications will not be considered and will be ineligible for funding).
2. Completed Fieldwork Checklist.
3. Budget for travel, accommodation, and other research expenses.
4. Letters of invitation or affiliation with relevant organizations.
5. Evidence of clearances having been completed including ethics approval.

............................................
APPLICANT’S SIGNATURE
Date:

CAPSTRANS OFFICE USE ONLY

Chair of Faculty Research Committee

Are you satisfied that the fieldwork is necessary for the successful completion of the thesis? YES/NO
Will the candidate receive any funding to support this fieldwork from the Faculty? YES/NO

Please provide details:

............................................
FRC CHAIR’S SIGNATURE
Date:

CAPSTRANS

Has the applicant received previous support from CAPSTRANS? YES/NO

Amount approved: Director’s signature:
**FIELDWORK PLAN GUIDELINES**

A Fieldwork Plan must be completed and attached as part of an application for a CAPSTRANS Fieldwork Assistance Grant. Each Fieldwork Plan should contain:

<table>
<thead>
<tr>
<th>i) Thesis title</th>
<th>• Current working title</th>
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<tr>
<td>ii) Statement of research topic</td>
<td>• Provide an overview of your research topic and/or research question for a lay reader (max. 200 words)</td>
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</table>
| iii) Research methodology (max. 2 pages) | • Provide a brief account of your methodological framework  
• Outline the range of methods/techniques to be employed during fieldwork (e.g. for archival research list the documents/texts to examined, and their location; for interviews list the number and location of interviewees)  
• Indicate whether ethics approval is necessary and progress towards obtaining approval |
| iv) Logistics | • Provide accommodation and contact details while in the field.  
• List institutional affiliations or key contacts in the field (attach letters of invitation where applicable)  
• Outline how you will maintain contact with your supervisors, including frequency of contact |
| v) Fieldwork timetable | • Breakdown fieldwork period into weekly time bands and list activities to be undertaken |
| vi) Budget | • List all budget items using these headings: Travel, Accommodation, Living expenses, Research Expenses.  
• Note that funding does NOT cover costs of professional association fees nor conference dinners.  
• Travel would normally be by the cheapest available form of transport.  
• For accommodation in Australia, the maximum amount available per night is the accommodation component of the staff per-diem rate. |
| vii) Budget justification | • Provide a justification for each budget item (attach copies of printouts where relevant, e.g. hotel room rates, train or bus fares).  
• Should your budget include air-travel please ensure you attach an itinerary and quotation for travel from Internet Travel, the University’s preferred travel agent |
FIELDWORK CHECKLIST

This checklist is for the use of CAPSTRANS HDR candidates who undertake research-related fieldwork. The checklist must be completed and attached as part of an application for a CAPSTRANS Fieldwork Assistance Grant.

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<thead>
<tr>
<th>FAMILY NAME:</th>
<th>FIRST NAME:</th>
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<th>STUDENT NO:</th>
<th>COURSE:</th>
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Ethical and Legal Issues

The University requires all HDR candidates to comply with the ethical guidelines contained in the Code of Practice – Research. Where your research involves the study of morally or politically sensitive issues or potential criminal behaviour you should seek advice from the Human Research Ethics Committee (HREC) before undertaking any fieldwork or data collection.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
<th>Details</th>
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<tbody>
<tr>
<td>Does your project entail research involving human subjects?</td>
<td></td>
<td>If yes, you must seek HREC approval. Include a statement indicating whether ethics approval is required in your Fieldwork Plan.</td>
</tr>
<tr>
<td>Does your project involve the study of criminal behaviour or alleged</td>
<td></td>
<td>You must seek advice from the HREC before proceeding with your Fieldwork.</td>
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<tr>
<td>criminal behaviour?</td>
<td></td>
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<tr>
<td>Does your project involve the study of morally or politically sensitive</td>
<td></td>
<td>You must seek advice from the HREC before proceeding with your Fieldwork.</td>
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<td>matters? (Note: Candidates undertaking overseas fieldwork should consider</td>
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<td>this issue in the context of the proposed fieldsite)</td>
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<tr>
<td>Have you applied for approval from the Human Ethics Research Committee (HREC)?</td>
<td>Yes/No</td>
<td>If yes, attach Ethics Application to Fieldwork Plan.</td>
</tr>
<tr>
<td>Have you obtained approval from the HREC?</td>
<td>Yes/No</td>
<td>If yes, attach Ethics Approval Letter to Fieldwork Plan.</td>
</tr>
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Travel Insurance

HDR candidates traveling on research-related fieldwork are normally covered by the University’s Travel Insurance Policy. However, in some circumstances this may not be the case. Your answers to the following questions will assist in determining whether you are covered.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
<th>Answer</th>
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<tr>
<td>Will you be undertaking any personal travel during the fieldwork period?</td>
<td>Yes/No</td>
<td>If the period of personal travel exceeds 50% of your total trip, you will not be covered by the University’s Travel Insurance Policy. Also, if your trip exceeds 90 days please contact the Insurance Officer, in Personnel &amp; Finance.</td>
</tr>
<tr>
<td>Will you be traveling overseas to conduct fieldwork?</td>
<td>Yes/No</td>
<td>If yes, you must complete the section on Overseas Fieldwork. You may be required to obtain travel approval from the Deputy Vice-Chancellor (Operations).</td>
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Overseas Fieldwork

Applications for overseas fieldwork travel may require approval from the Deputy Vice-Chancellor (Operations). The following checklist will assist in determining whether such approval must be obtained.

<table>
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<th>TYPE OF PASSPORT YOU HOLD</th>
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<tr>
<th>Question</th>
<th>Yes/No</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Are you required to obtain a visa to enter any of the countries you intend to visit?</td>
<td>Yes/No</td>
<td>• Attach a print-out of the visa entry laws for each country you intend to visit. • Provide a statement indicating your proposed visa status and the implications for your research activities.</td>
</tr>
<tr>
<td>Has the Australian Department of Foreign Affairs and Trade (DFAT) placed a travel warning on any of the countries you intend to visit?</td>
<td>Yes/No</td>
<td>• Attach a print-out of the current DFAT travel advice for each country you are visiting (<a href="http://www.dfat.gov.au">www.dfat.gov.au</a>). • You will be required to register with DFAT on your arrival in your fieldwork country.</td>
</tr>
<tr>
<td>Have you obtained medical advice regarding vaccinations or other medical information?</td>
<td>Yes/No</td>
<td>Ensure that you obtain medical advice prior to departure.</td>
</tr>
<tr>
<td>Are you familiar with the social and cultural expectations for conducting research in your field-site?</td>
<td>Yes/No</td>
<td>Ensure that you discuss the social and cultural mores of the field-site with your supervisors prior to departure. This includes interactions with research participants and key stakeholders; dress and appearance; dominant cultural attitudes regarding sexual behavior; and any issues regarding personal safety.</td>
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