



FACULTY OF LAW
POSTGRADUATE RESEARCH STUDENT
APPLICATION FOR FIELDWORK ASSISTANCE 2008

Date submitted:

FAMILY NAME: FIRST NAME:

STUDENT NO: COURSE: PhD/MA Research
YEAR COMMENCED: CURRENTLY: Part-time/Full-time

- ARE YOU: (i) enrolled in the Faculty of Law Yes/No
Supervisors' names
(ii) enrolled in another Faculty but supervised in Law? Yes/No
Name of other Faculty
Supervisors' names
(iii) a CTCP student? Yes/No
Supervisors' names

THESIS TOPIC:
.....
.....

Which Research Centre areas of the Faculty of Law does your Doctoral/MA thesis work relate to?
.....

HAVE YOU SUCCESSFULLY COMPLETED YOUR 1st YEAR PROPOSAL REVIEW? Yes/No Date Completed:.....

HAVE YOU RECEIVED FACULTY OF LAW FIELDWORK SUPPORT BEFORE? Yes/No*

Date of previous support:

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) Other research grants Yes/No Amount \$.....
Name/type of other grant.....

FIELDWORK ASSISTANCE:

Attach itemized budget1 for travel, etc., and evidence of clearances having been completed including ethics approval.

Complete the section on Page 2 confirming the requirements of Item 6 of the information document.

APPLICANT'S SIGNATURE

Date:

Please complete statement sections

SUPERVISOR'S SIGNATURE

Date:

Please complete statement section

ASSOC. DEAN (TEACHING) (If applicable)

Date:

Please complete statement section

1 Please provide up to 100-words justification for your attached itemized budget.

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. When requesting a travel quote please ensure that the quote is for the actual date of travel to avoid changes in fares.

FACULTY OF LAW POSTGRADUATE RESEARCH STUDENT

APPENDIX A – FIELDWORK PLAN GUIDE

This Fieldwork Plan Guide is for the use of Faculty of Law HDR candidates who wish to undertake research-related fieldwork. A Fieldwork Plan must be completed and attached as part of an application for a Faculty Fieldwork Assistance Grant. Each Fieldwork Plan should contain:

| | |
|---|--|
| i) Thesis title | <ul style="list-style-type: none"> • Current working title |
| ii) Statement of research topic | <ul style="list-style-type: none"> • Provide an overview of your research topic and/or research question for a lay reader (max. 200 words) |
| iii) Research methodology (max. 2 pages) | <ul style="list-style-type: none"> • 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 be 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Breakdown fieldwork period into weekly time bands and list activities to be undertaken |
| vi) Budget | <ul style="list-style-type: none"> • 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(http://staff.uow.edu.au/personnel/salary/all_per_diem_aust.html). |
| vii) Budget justification | <ul style="list-style-type: none"> • 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 |

**FACULTY OF LAW
POSTGRADUATE RESEARCH STUDENT**

APPENDIX B – FIELDWORK CHECKLIST

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

| | | | |
|---------------------|--|--------------------|--|
| FAMILY NAME: | | FIRST NAME: | |
| STUDENT NO: | | COURSE: | |

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.

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

Fieldwork Equipment

The Faculty has a limited supply of IT and other research equipment available for use by HDR candidates undertaking fieldwork. Requests for equipment must be made well in advance in order to ensure availability.

| | | | |
|---|--------|---|--------------------------|
| Will you require any equipment during your fieldwork? | Yes/No | If yes, which? | |
| | | Laptop computer | <input type="checkbox"/> |
| | | Digital camera | <input type="checkbox"/> |
| | | Voice recorder - digital/analog (please circle) | <input type="checkbox"/> |
| | | Video camera | <input type="checkbox"/> |
| | | Other (please specify) | <input type="checkbox"/> |
| Have you placed a request for this equipment with the IT Support Staff? | Yes/No | If yes, attach copy of booking confirmation. | <input type="checkbox"/> |

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.

| | | | |
|--|--------|--|--|
| Will you be undertaking any personal travel during the fieldwork period? | Yes/No | 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 90days please contact the Insurance Officer, in Personnel & Finance. | |
| Will you be traveling overseas to conduct fieldwork? | Yes/No | If yes, you must complete the section on Overseas Fieldwork. You may be required to obtain travel approval from the Deputy Vice-Chancellor (Operations). | |

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.

| | |
|----------------------------------|--|
| TYPE OF PASSPORT YOU HOLD | |
|----------------------------------|--|

| | | | |
|--|--------|--|--------------------------|
| | | | |
| Are you required to obtain a visa to enter any of the countries you intend to visit? | Yes/No | <ul style="list-style-type: none"> • 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. | <input type="checkbox"/> |
| Has the Australian Department of Foreign Affairs and Trade (DFAT) placed a travel warning on any of the countries you intend to visit? | Yes/No | <ul style="list-style-type: none"> • Attach a print-out of the current DFAT travel advice for each country you are visiting (www.dfat.gov.au). • You will be required to register with DFAT on your arrival in your fieldwork country. | <input type="checkbox"/> |
| Have you obtained medical advice regarding vaccinations or other medical information? | Yes/No | Ensure that you obtain medical advice prior to departure. | |
| Are you familiar with the social and cultural expectations for conducting research in your field-site? | Yes/No | 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. | |