



FACULTY OF LAW

GUIDELINES FOR POSTGRADUATE FIELDWORK TRAVEL 2008

Post-Graduates needing support for minor expenses up to \$200, such as for photocopying cards, should approach the Dean's Assistant, Felicia Martin, or Post-Graduate Administrator, Maria Agnew, for disbursements from Faculty housekeeping funds. For conference support, please refer to the Conference Guidelines.

The Faculty of Law accepts limited responsibility to support, with appropriate funding, the successful completion of projects it approves as requiring fieldwork (i.e. data gathering relevant to the thesis which entails costs beyond the reach of the University travel grant).

The Faculty sets aside funds to support research students for travel and costs associated with research fieldwork. Students associated with UOW Research Strengths (ANCOS, ICB) should apply to their Research Strengths for fieldwork funding. Allocations will be from a limited pool and therefore may not cover all costs (where relevant, apply to CTCP for supplementation). Applicants are advised to supply evidence of lowest realistic expenses (please provide an itemized budget) according to the location of the fieldwork. Note that under University regulations, postgraduates are not permitted to apply for per diem amounts.

1 PERSONAL ELIGIBILITY

- Students enrolled full or part-time in the MA Research or PhD and at least half enrolled and supervised in the Faculty of Law.*
- The requirement for fieldwork should be approved in the candidate's Research Proposal Review.

* Candidature is the time a HDR student is enrolled until the formal award of degree or the official maximum period of study for the degree.

2 DEFINITION OF FIELDWORK TRAVEL

Fieldwork Travel refers to any travel outside the Illawarra Region for the purposes of collecting research data. Research data may include documentary materials obtained through a library or archive service, or data collected through research interviews, surveys or focus groups. The period of travel may vary from several weeks to several months. (In cases of need for repeated visits to archives/interviews in Sydney or Canberra, please submit a plan for a reasonable package with projected times for visits.)

3 PROJECT ELIGIBILITY

1. There must be written support from supervisors and formal evidence of satisfactory progress.
2. An application may be submitted if UoW Ethics Committee clearance has been requested but not yet granted. However, no funds will be released until all relevant Ethics Committee clearances are completed.
3. Provision of evidence of invitations, institutional links etc. to make the fieldwork viable.
4. Applicants with casual tutoring work within the Faculty must plan with the Associate Dean (Teaching) for this not to clash with time away.

4 CRITERIA AND PRIORITIES

The Associate Dean (Research) will normally rank according to the following criteria but may also take into account other evidence of the importance of the activity.

- Consideration will be given to the extent of close fit between the project and a declared area of faculty research priority, i.e. a Faculty Research Centre other than a UOW Research Strength (ANCORS, ICB).
- Additional supporting funding should be sought another Faculty (where appropriate) or from CTCF, AS WELL AS the University PG travel fund administered by the Research Student Centre and/or other grants.

5 CONDITIONS OF GRANT

1. Normally the funding will be between \$1000 and \$2000 and awarded once per candidature. Full realistic costs and an itemized budget should be included in the application.
2. Upon completion of fieldwork activity/ies a two-page report (outcomes, useful developments, contacts, DEST publications,) should be forwarded to the FRC Secretariat within 6 months of receiving financial support.
3. Any resulting publication should carry formal acknowledgement of Faculty and/or University support.
4. Copies of any papers and publications resulting from the fieldwork should be lodged with the FRC Secretariat.
5. Funding must be spent according to the approved budget. Changes must be approved by the Chair FRC prior to being implemented. In case of cancellations all recoverable funds must be returned to the Faculty.
6. Funding not used before the end of November (in the year awarded) will be lost unless a written application explaining the circumstances and requesting rollover to the next year's budget is received before the end of November. Such funds will be rolled over for one year only.

6 APPLICATION FORM

Applications for Faculty Fieldwork Assistance Grant consist of three parts. Incomplete applications will be deemed invalid and will NOT be eligible for funding.

- **Application Form** - All sections of the application form must be completed. Incomplete applications will not be considered. The Principal supervisor must provide a supporting statement, and all supervisors should sign the form.
- **Fieldwork Plan** - Applicants must attach a detailed achievable Fieldwork Plan to their application. (The committee needs to see that the work is do-able: contacts are real, arrangements have been made for visits, etc.) See Appendix A for an overview of what should be contained in the Fieldwork Plan.
- **Fieldwork Checklist** - Applicants must attach a completed Fieldwork Checklist (see Appendix B). Note that some parts of the checklist require you to attach documentary evidence in support of the application.

7 ASSESSMENT PROCEDURE

- The application must be signed by the supervisors. Applications should be submitted to the Associate Dean (Research). Successful grantees will normally be notified within two weeks from the closing date.

- The application - presented on the appropriate Faculty of Law application form - will be assessed by the Associate Dean (Research), whose decision will be submitted to the Dean/Faculty Executive for ratification. Where the Associate Dean (Research) is also a supervisor, the Dean must assess the form.