

Faculty of Life and Social Sciences

Request for Student Research Support Funds



The Faculty provides student research support funds, to the value listed in the table below, to assist students during their course of study. A higher level of support is available to students within the Biomedical Science, Biotechnology, Biochemistry and Psychophysiology disciplines only. This higher level of support **cannot be used for non-consumables**, such as conference attendance payment.

Standard Level of Support (applies over the duration of the thesis)		Higher Level of Support	
Honours or Equivalent	\$220	BSc(Hons)	\$1200
Masters by Course work	\$350	MSc [#]	\$1800 [#]
Masters by Research or D Psych	\$780	# per annum for a maximum of 2 years of full-time study (or equivalent)	
PHD	\$1200	PHD* * per annum for a maximum of 3 years of full-time study (or equivalent)	\$1800*

Refer to Resources for Research Students policy at:
http://www.swinburne.edu.au/lss/intranet/policies/01_resourcesforresearchstudents.html

FORM SUBMISSION

This form should be used for all student research support requests *except laboratory consumables, e.g. chemicals*. Requests for laboratory consumables should be submitted on a Product Expenditure Form available from: <http://www.swinburne.edu.au/lss/currentstudents/#forms>

The completed form should be submitted to Finance Office staff located in AS317 or via internal mail H31. **Finance Office will organise payment of all approved expenditure on behalf of students.**

STUDENT DETAILS

Student Name & ID:
 Course Title:
 Contact: Phone/Email

RESEARCH SUPPORT REQUEST	No. Required	Cost per Item	Total Cost
Envelopes			
Standard Size Plain (PPP/DL)		\$ 0.23	
C5 (229X162) Plain		\$ 0.32	
C4 (229X324) Plain		\$ 0.44	
Standard Sized Reply Paid (PPP/DL)		\$ 0.23	
C5 (229X162) Reply Paid		\$ 0.32	
C4 (229X324) Reply Paid		\$ 0.44	
Postage Out			
Standard Size Plain		\$ 0.60	
C5 (229X162) Plain		\$ 1.20	
C4 (229X324) Plain		\$ 1.20	
Postage Back to Swinburne			
Standard Size Reply Paid		\$ 0.60	
C5 (229X162) Reply Paid		\$ 1.20	
C4 (229X324) Reply Paid		\$ 1.20	
Printing/Photocopying			
Photocopying (white paper only) Ask Finance Administrator for a PIN.		\$ 0.05	
Swinburne Press: Please obtain a quote from the Swinburne Press and attach. Remember to detail all work to be completed. i.e. colour paper, stapling etc Email: press@swin.edu.au			
Other Expenses			
i.e. outside printing -Triangle Corporation Pty Ltd (Preferred Supplier)			
Total Support Requested			

Please note: envelopes must be posted from the Faculty Finance Office AS317. Although envelopes say 'Postage Paid' they must be sent via the Swinburne Mailroom and franked. In any other situations stamps will need to be affixed.

Supervisor Name: _____ Finance Office
 Supervisor Signature _____ Administrator: _____
 Date: _____ Date: _____