



Guidelines for Research Funding

Academic staff in Te Kete Aronui are allocated \$1,500 as research funding each year. This funding can be used for a range of research-related funding as outlined below. Staff can apply to draw against their allocation in the following year (ie. spend up to 2 years' funding in one calendar year), subject to the approval of their Head. Staff may choose to pool their funding with others in support of larger projects (where these cannot be funded through other mechanisms such as the University of Otago Research Grant or Humanities Research Network Grant).

Research-related Expenses

1. Conference attendance
Staff will still need to apply for conference leave. As at present, they need to be presenting at the conference and be maintaining an adequate level of academic publication.
2. Employing a research assistant
Staff will have to set out the intended PBRF assessable research output. Research assistants must not be employed for teaching or service-related tasks.
3. Transcription and translation costs for research outputs
Staff will have to set out the intended PBRF assessable research output.
4. Engagement with funders or to assist in securing large-scale funding
This will normally be for travel within New Zealand to assist in the development of bids for major research grants (\$100,000 or over).
5. Meetings with key research partners like iwi organisations
This will normally be for travel within New Zealand (or other costs) to assist in the development and maintenance of research relationships with iwi organizations or other groups.
6. Performance fees and/or travel to and from performances
7. Indexing and proofing, purchasing images, publishing subventions or other costs associated with publishing outputs
Staff will have to set out the intended PBRF assessable research output.
8. Small-scale archival and empirical work
Staff will have to set out the intended PBRF assessable research output.
9. Costs associated with running workshops for the development of major PBRF outputs
10. Domestic travel for specific research-related purposes

11. Book purchasing.

Books must be for research purposes. Staff are encouraged to also investigate options of purchasing through the library – particularly where books can be purchased as eBooks.

12. Membership fees for research organisations.

Intended for memberships of organisations that have a direct relationship to the staff members research area, and are not to cover payment of professional fees normally covered by the staff member's programme.

This funding may not be used for:

- capital equipment such as computers, tablets and phones.
- assistance with teaching or service.

How to Apply

Applications for conference funding should be made on the Conference Leave and Funding Request Form. Applications for non-conference research funding should be made on the Research Funding (non-conference): Application Form. Both forms are on the [Divisional Forms and Guidelines page](#)