

Department	Preventive and Social Medicine (PSM)
Policy	Research Student Funding Contribution Policy
Approved by	PSM HoD and Leadership Team
Last approved revision	13 March 2023

### **Purpose:**

To support research students by contributing to their research costs that cannot be met through other funding.

### **Organisational Scope:**

The Research Advisory Committee (RAC) of PSM will administer the allocation of student funding.

Once allocated, the student funding must be spent within that calendar year. If it is not spent, then it will become unavailable.

Applications are encouraged as soon as possible.

### **Preamble**

Each year PSM is allocated a budget from the Dunedin School of Medicine to support research students. The amount available varies from year to year and is not within PSM's control. In previous years, the budget has equated to approximately \$1,500 per student per year, but there is no assurance funding will remain at this level. Research student funding from PSM is supplemental and cannot be guaranteed in any given year. Applicants should be aware that applications may only be part-funded.

PSM continues to provide students who are primarily supervised in the department with support in kind, including office space, computer, software, photocopying and incidental printing, small equipment loans such as recording devices, binding of the final thesis, and access to tea/coffee making.

The University of Otago offers every enrolled PhD student funding towards the costs of presenting their research at a relevant conference. In 2023, that allocation was up to NZ\$2,000 and there were two Health Science Division doctoral study travel scholarships available.

### **Content**

1. The following principles support the assessment of applications for allocation of funding:
  - 1.1. That being fair and equitable is fundamental;
  - 1.2. That the outcomes of the funding contribute to the advancement of Māori health;
  - 1.3. That the process is transparent;
  - 1.4. That environmental and financial sustainability is a key consideration.

2. Research students who have at least one supervisor from PSM are eligible to apply:
  - 2.1. Students may apply each year of their study up to the equivalent of 1 EFTS for Masters and 3 EFTS for PhD students.
  - 2.2. Full- and part-time students may apply.
  - 2.3. Dissertation students with strong justification may apply.
  - 2.4. Allocation will be pro rata if supervision is split with another department. Pro rata will reflect the EFTS split.
  
3. It is the primary supervisor's responsibility to ensure that there is alignment regarding funding between the Research Student Proposal, Supervision MoU, and the Research Student Contribution Funding application:
  - 3.1. Currently, the PSM Research Proposal Section 10 requires:
    - 3.1.1. A description of the funding required to complete the research;
    - 3.1.2. The proposed funding sources, and if those have been confirmed;
    - 3.1.3. An indication (as far as is possible) of the amount likely to be applied for from the PSM Research Student Contribution Fund;
    - 3.1.4. The likely timing of the expenditure.
  - 3.2. Currently, the PSM Memorandum of Understanding for Supervision Section 14 requires:
    - 3.2.1. A description of the funding required to complete the research;
    - 3.2.2. The proposed funding sources, and if those have been confirmed;
    - 3.2.3. An indication (as far as is possible) of the amount likely to be applied for from the PSM Research Student Contribution Fund;
    - 3.2.4. The likely timing of the expenditure.
  
4. Formal applications to the PSM Student Research Contribution Fund should:
  - 4.1. Be submitted on the PSM Research Student Funding Contribution Application Form;
  - 4.2. Include the following:
    - 4.2.1. A clear justification of the contribution the funding will make to the research;
    - 4.2.2. A realistic indication of the timing of the expenditure;
  - 4.3. Examples of possible funding support:
    - 4.3.1. Koha/gifts for participants;
    - 4.3.2. Research manaaki such as kai;
    - 4.3.3. Data acquisition – for example, data from StatsNZ or various Ministries;
    - 4.3.4. Research travel – for example, travel to conduct research interviews;
    - 4.3.5. Contribution to conference attendance;
    - 4.3.6. Dissemination of findings to community – for example, feedback at a community hui/meeting;
    - 4.3.7. Excluded: the cost of publishing articles.

## **Procedures**

1. Applications should be submitted on the PSM Research Student Funding Contribution Application Form.
2. The PSM Research Advisory Committee will assess applications at its monthly meeting.
3. Approved funding must be spent within the calendar year it is allocated. If funding is not spent in the calendar year, it will no longer be available.
4. Purchase Orders must be raised with PSM Administration to spend the money.
5. A quorum of three RAC members is required for all funding allocation decisions. Conflicts of Interest must be declared.

## **Related Policies and Forms**

Application for funding form

Link will be added as soon as possible. Until it is available online, please ask the Research Student Administrator to send you an electronic copy.

PSM research proposal form is the same for all Masters and PhD:

<https://www.otago.ac.nz/dsm-psm/postgraduate/master-public-health/index.html#review>

PSM PhD Supervision MoU:

<https://www.otago.ac.nz/dsm-psm/postgraduate/phd/index.html#mou>

PSM Master's Supervision MoU:

<https://www.otago.ac.nz/dsm-psm/postgraduate/master-public-health/index.html#mou>

Health Science Division PhD Travel Grants:

<https://www.otago.ac.nz/healthsciences/students/postgraduate/otago033835.html>