Summary

This policy applies only to grant-in-aid funding for MDHS Trust Fellowships administered by the Research Development team.

MDHS Trust Fellows are allocated a $10,000 (pro-rata) grant-in-aid per annum for the duration of their Fellowship. Grant-in-aid funding is provided to cover legitimate expenses, including removal expenses to take up the Fellowship, attendance at conferences, and research expenses.

The grant-in-aid is administered by the Research Development team in conjunction with the Faculty Trusts Team.

Expenses should be coded directly to the relevant Trust account string wherever possible. Consumables may be recovered via Themis natural expense account.

Money not expended in one year can be carried forward, however will be forfeited if not expended prior to the end of the Fellowship tenure.

Fellows are able to access their full year’s grant-in-aid allocation during a calendar year, however future years’ allocations cannot be accessed without prior written approval from the Associate Dean (Research) and only where exceptional circumstances exist. If a Fellow is employed for a partial year, they are eligible to access a pro-rata amount of their grant-in-aid for that year.

Research Expenses

Reasonable expenses related to the Fellows research will be reimbursed, for items such as consumables, asset/animal maintenance and publication costs.

The grant-in-aid cannot be used for personnel expenses, such as a Research Assistant salary or expenses.

Prior approval must be sought from Research Development for equipment purchases.

Travel

Fellows are able to use the GIA to fund conference or workshop travel related to their research.

Reimbursements are payable to fellows for reasonable expenses such as travel, accommodation, conference registration, meals and incidentals.

Reimbursements will only be paid where receipts are provided totalling the amount being claimed and are subject to the approval of the Research Development Team. Entertainment expenses and purchase of extravagant items will not be reimbursed.

A reasonable reimbursement as outlined above will be paid, however an allowance will not be paid.
Removal Expenses

Where a Fellow has been offered a Fellowship of two years or more duration at a University location that is based outside a 100 kilometre radius of their primary place of residence, removal expenses can be reimbursed from the grant-in-aid.

Removal expenses will not be paid to individuals who have a partner who is currently in receipt of an offer of employment with the University that includes provisions for relocation assistance, unless the relevant faculty/graduate school/division cost centres agree to split the relocation costs in accordance with section 7.2 of the Relocation Procedure.

Tax invoices must be provided for substantiation of removal expenses.

Grant-in-aid expenses not supported

Funds will not be provided for the following purposes:

- Fees for Higher Education Contribution Scheme (HECS) or Higher Education Loan Program (HELP) liabilities
- Costs not directly related to the approved research
- Funds that duplicate or supplement another current internal University grant, external grant or research contract
- Non-Fellowship salaries and personnel costs, including relief from other duties
- Conference travel/expenses for other research staff
- Assets such as mobile phones and computers

Contact

For general enquiries or to obtain prior approval for expenses, please email the Research Development team mdhs-grants@unimelb.edu.au

For technical enquiries related to processing the expenses, please contact your Departmental Agreement Administrator in the first instance. If administrators require assistance, please email the Trusts Team mdhs-trusts@unimelb.edu.au