

Higher Degree Research External (Industry) Scholarship Agreement Establishment Request

Where organisation or partner is referred to in this document it refers to any external organisation, any may include a research end-user organisation (i.e. businesses, governments, non-government, community, community organisations)

PART A: CONTACTS			
Griffith University Contact (Person completing this form)			
Name of Staff Member leading or involved in the establishment or supervision of the proposed funded project:			
School/Department:		Email:	
Organisation Name and Location			
Name:			
ABN (if applicable):			
Address:			
Web Address:			
International Checking Tool			
If external organisation is an international company, please complete the International Engagement Checking Tool and attach completion document to this request form.			
Organisation Contact			
Name of Partner Contact:			
Position:			
Email:		Telephone:	
PART B: SCHOLARSHIP AGREEMENT REQUEST			
Agreement Template Request	<input type="checkbox"/> Prepare and Execute Griffith University Scholarship Agreement (preferred); OR <input type="checkbox"/> Review and Execute Partner Scholarship Agreement (attach a copy)		
Research Project Title			
Research Project Provide a brief description of the research project to be undertaken by a PhD candidate			
Research Activities with Organisation Provide a brief description of the research activities that will be undertaken with the Organisation (either in person or remotely), including the following: <ul style="list-style-type: none"> • Scope of the collaboration • Type of activities • Objectives that the organisation hopes to achieve and key deliverables (if applicable) 			

<p>Research Work plan</p> <p>Outline plan to work with the organisation, including:</p> <ul style="list-style-type: none"> • Approximate days (i.e. one day pw throughout program, or candidate embedded in organisation. A minimum of 60 days is recommended.) • Work location (i.e. in person with the organisation, or remotely.) 	
<p>Supervision</p> <p>Advise if known</p>	<p>GU supervisor name/s, position/s & email/s:</p> <p>Organisation supervisor name, position, & email:</p>
<p>Reporting Requirements:</p> <p>Please specify frequency and nature of reporting requirements, if any, requested by the external organisation</p>	<p>Progress Reports: <input type="checkbox"/> Every 6 months <input type="checkbox"/> Every 12 months</p> <p><input type="checkbox"/> Other (please specify):</p>
<p>Research Project Intellectual Property</p> <p>Griffith University will be the custodian of the research project intellectual property created through the research project. The candidate will own copyright in their thesis and the external organisation is provided a license to the intellectual property for internal use.</p> <p>Please visit the HDR Industry Engagement and Partnerships staff web page for more information.</p>	
<p align="center">PART C: Externally Funded Scholarship/s Details (If a scholarship agreement has been provided by the partner that includes the below information, Part C does not need to be completed)</p>	
<p>Living Allowance Scholarship Details</p>	
<p>Scholarship Name:</p>	
<p>Number of scholarships:</p>	
<p><input type="checkbox"/> Living Allowance Stipend (fortnightly payments):</p>	<p>Value per annum: (Standard HDR scholarship is approx \$30,000 pa)</p>
<p><input type="checkbox"/> Top Up (fortnightly payments):</p>	<p>Value per annum:</p>
<p><input type="checkbox"/> Other:</p>	
<p>Centre or School where scholarship is to be established:</p>	
<p>Living Allowance Scholarship Entitlements (this will be in addition to the annual stipend amount)</p>	
<p><input type="checkbox"/> Include paid sick leave:</p>	<p><input type="checkbox"/> Standard HDR scholarship (12 weeks) <input type="checkbox"/> Other:</p>
<p><input type="checkbox"/> Include paid parental leave:</p>	<p><input type="checkbox"/> Standard HDR scholarship (12 weeks for primary carer and 10 days for partner) <input type="checkbox"/> Other:</p>
<p>Provide details of any other specific entitlements:</p>	

Tuition Scholarship Details			
<i>(Only complete this section if Industry partner is funding a tuition scholarship/partial scholarship for international applicants)</i>			
Scholarship Name:			
Number of scholarships:			
<input type="checkbox"/> Full Tuition scholarship (fees paid each trimester)	HDR Program cost funded (average FT cost \$33,000 per annum)		
<input type="checkbox"/> Partial Tuition scholarship (fees paid each trimester)	Value per annum:		
<input type="checkbox"/> Overseas Student Health Cover funded:	<input type="checkbox"/> Visa length OSHC funded	<input type="checkbox"/> Partial Amount:	
<input type="checkbox"/> Relocation allowance funded:	<input type="checkbox"/> \$515 per person	<input type="checkbox"/> Other Amount:	
Duration of scholarship/s			
Proposed Scholarship Start Date (if known):	Length of scholarship: (Doctoral scholarship usually 3 years FT)		
Can the scholarship be extended?:	Length of available extension in months: (Doctoral scholarship usually 6 months FT)		
Part D: Research Codes & Classifications			
This section must be complete. It is a requirement for all research projects to have an FOR/SEO & BFR attached for ERA (Cwlth Government) reporting purposes. Up to 3 codes can be selected for FOR and SEO.			
This section must be complete. It is a requirement for all research projects to have an FOR/SEO & BFR attached for ERA (Cwlth Government) reporting purposes. Up to 3 codes can be selected for FOR and SEO. Click here (refer to the 'six-digit Fields of Research' box listed under Field of Research) for the latest FOR and SEO codes.			
Fields of Research (FOR) Codes must use 6 digit codes only		Socio-Economic Objective (SEO) Codes must use the 6 digit code only	
	%		%
	%		%
	%		%
Total	100%	Total	100%
Broad Field of Research (BFR) (can select just one BFR)			
Pure	%		
Applied	%		
Strategic	%		
Experimental	%		
Total	100%		
Part E: Applicant Selection Details			
Has the recipient already been selected?			
<input type="checkbox"/> No	Advertisement of the scholarship opportunities/s will occur upon execution of the scholarship agreement (GGRS can assist with the advertisement process)		
<input type="checkbox"/> Yes	GUID Number:	Recipient's Name: <i>(If the recipient has not yet applied for a Griffith program they will need to do so, as an offer of scholarship cannot be made before an offer of admission.)</i>	
<input type="checkbox"/> Yes	Was this external organisation contact provided by the candidate?		
<input type="checkbox"/> No	If no, the scholarship must be advertised, as per scholarship policy, please follow instructions on the advertisement process.		
Part F: Scholarship Conditions of Award			
If a partner scholarship agreement has been provided, that includes the conditions of the scholarship, those conditions of award will apply and be provided to the candidate. Where scholarship conditions have not been provided, Griffith University conditions of award will be used. Please see the scholarship website for example conditions of award for a living allowance scholarship (GUPRS example), and tuition scholarship (GUIPRS example). The example conditions will be amended as needed based on the information that is provided in Part C, including renaming the scholarship conditions of award. Please provide details of any other specific conditions that will need to be included:			

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PART G: Griffith University Scholarship Request Details (If applicable)

Establishment of co-funding arrangements with industry may be requested for consideration, where supported by the Dean (Research). Refer to the final page of this document 'information sheet' to view the criteria that apply to Industry PhD scholarship co-funding requests. Specify if Griffith scholarship or other funding support is requested to support the proposed arrangement:

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Provide the completed form along with any documentation to the Dean (Research) to complete the below section

Part H: Dean (Research) Recommendation

Comment on any proposed arrangement for a PhD candidate/s to undertake their research program in collaboration with the organisation. In such cases, due consideration must be given to the factors as specified in the section 4 of the [Work-Integrated Learning at Griffith](#) policy where a candidates is to be hosted by an organisation to undertake a collaborative program (whether performed at the University or at the organisation).

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Comment on the proposed collaborative funding arrangements (if applicable). Where Griffith scholarship or other funding support is requested, indicate your support, or otherwise, for the request. Refer to the final page of this document 'information sheet' to view the criteria that apply to Industry PhD co-funding requests.

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Dean (Research) / Group HDR Director Name: _____ **Date:** _____

Upon lodgment of this form GGRS will liaise with the external organisation to finalise the agreement. Where a Griffith scholarship or other funding has been requested, and is supported by the Dean (Research), GGRS will seek approval for the establishment of co-funding arrangements.

Please email the completed form along with any documentation to PhDPartnerships@griffith.edu.au

INFORMATION SHEET

Overview - The type of scholarship funding that an organisation may provide to a HDR candidate, and the research activities associated with the funding agreement come in various forms.

However, generally the establishment of all external funding arrangements will comprise the following **characteristics**:

- The externally funded research project is appropriate for completion as a Doctoral degree.
- The candidate's ability to submit their thesis in a timely manner will not be adversely impacted by the conditions of the externally funded scholarship.
- Assignment of the candidates project IP to the organisation will only occur where deemed appropriate and/or necessary.

- Where the candidate is to undertake research activities collaboratively with the organisation:
 - The candidate will be appropriately supported and monitored by Griffith supervisors for the duration of the program, and normally an industry supervisor will be appointed to the supervisory team.
 - The organisation will have access to Griffith research infrastructure and facilities to conduct the research project.
 - The responsibilities and mutual expectations of the candidate, Griffith supervisor/s, and the organisation will be clearly articulated and agreed.

INDUSTRY PHD CO-FUNDED SCHOLARSHIP REQUESTS

Framework - The Industry PhD Scholarship stream provides a framework for the consideration of Industry-University co-funding arrangements. Where Griffith University funding is requested the criteria outlined below will apply. The research project arrangement must also meet the Governments new Research Training Program (RTP) doctoral Internship completions funding weighting criteria (refer adjacent section) for Griffith co-funding requests to be considered.

RTP funding criteria- for a candidate awarded an externally funded scholarship to be eligible for the [RTP Doctoral internship funding weighting](#) upon completion, the following characteristics must also be manifest:

- The agreement is with a [research end-user](#) organisation
- The agreement will be in place no later than 18 months FTE from commencement of the candidate's program.
- The candidate will spend at least 60 days FT or equivalent undertaking research activities with the organisation (either in person or remotely) at any point during candidature.

External organisation primary stipend financial contributor -

Where the external organisation is the primary stipend financial contributor, a request for Griffith co-funding may include a top up scholarship, or other funding incentive. A full or partial Griffith funded tuition scholarship for potential international applicants may also be requested. It is expected that the external organisation will be the primary financial contributor (normally a full stipend scholarship) where one or more of the following applies:

- The candidate is to undertake a collaborative or embedded research project, where the project seeks to address an industry problem and there is an expectation of key deliverables for the organisation.
- The external organisation is seeking to own all research project Intellectual Property.
- The candidate is to meet the admission eligibility requirements only (i.e. H2A standard)
- Flexible attendance options are to be offered to the candidate (i.e. may be enrolled on a full-time or part-time basis.)
- The external organisation will be supporting its employees (Industry professionals) to undertake PhD projects in partnership with the University. (In lieu of a scholarship, the organisation may continue to pay the candidate's salary.)
- The University already has an arrangement in place with the external organisation to provide defined support where a full stipend scholarship is provided (i.e. Griffith provision of access to specific resources or expertise to the organisation, funding for research project expenses etc.)

Griffith University primary stipend financial contributor – A

request for a full or partial Griffith University stipend scholarship co-funding arrangement will only be considered where all of the following applies:

- The organisation is providing a partial or top-up stipend scholarship (of at least \$10,000 or more pa for 3+ years for a top-up scholarship).
- The candidate will own the intellectual property they create, which is directly related to their research project.
- The candidate is to meet the Griffith scholarship eligibility requirements (i.e. H1 standard).
- The candidate is to be enrolled on a full-time basis.
- The candidate is to be based on-campus, or enrolled as a remote candidate within Australia.
- The funding request is supported by the Dean (Research).
- The funding request can be serviced within the available scholarship budget. **(Preference for establishment of co-funding arrangements will be given to requests for partial GU scholarships over requests for a full stipend scholarship.)**

Where an arrangement does not meet the criteria for Griffith – University co-funding consideration, candidates will be able to apply and be competitively considered for Griffith scholarship/s in the open merit Continuous Scholarship Round.