**Environmental Futures Research Institute**

**HONOURS THESIS WRITE-UP SCHOLARSHIP**

**Application closing dates: Round I: 15 July**

 **Round II: 1 December**

The Environmental Futures Research Institute (EFRI) provides support to recently completed Honours students to encourage and assist them in writing and publishing a paper from their Honours thesis. The outcome of this scholarship is submission of at least one paper to an appropriate journal. Submission for the purposes of this scholarship is defined as “after approval of the supervisor the paper is submitted to an appropriate journal and is then sent out for peer review.”

**PURPOSE:**

Students are provided the opportunity to experience the process of getting a research paper published including drafting and formatting the paper, submitting the paper, making necessary revisions and completing the associated administrative tasks through to final publication. The supervisor role is an advisory one only.

**TARGET GROUP:**

This scholarship is dedicated to Honours students who have recently completed their Honours qualification and whose supervisor is a current full or associate member of EFRI.

**AWARD:**

The Honours Thesis Write-Up Scholarships are valued at up to $2000. A maximum of $1000 is provided by the supervisor and EFRI provides matching funds of up to $1000. Full payment is normally paid **after** the paper has been submitted and all the requirements have been met. However, an application can be made to have the payment made in two equal installments: one at the beginning of the scholarship and one after submission. This arrangement must be approved by the supervisor in writing and agreed to by EFRI executive committee. Once this has been done the funds will be expended from the supervisor’s contribution first.

Please note that the Environmental Futures Research Institute reserves the right to request the return of any monies paid in advance if a suitable paper is not submitted within four months of the award of the scholarship. If scholarship holders have any concerns that they may not be able to meet the conditions for payment then they are strongly encouraged to discuss their concerns with their supervisor.

* This award is equivalent to $500 per week (tax free) for a full time work load for four weeks;
* This award may be extended by the supervisor (and at the expense of the supervisor).
* Applicant must have completed their Honours qualification (submitted and received results) under the principal supervision of a Full or Associate member of EFRI;
* Applicant must provide the following documentation with the application:
* Current Resume / CV;
* Current Memorandum of Results / Academic Transcript including GPA;
* Outline of prospective papers and targeted journals;
* Letter of support from Supervisor;
* Outline of available or preferred start and completion dates;
* The Honours Thesis Write-Up Scholarship will:
* Run over a four week period on a full-time basis, or the equivalent on a part-time basis;
* Offer a maximum of $1000 funding from your Supervisor with matching funds up to $1000 from EFRI;
* Provide payment in full at the submission of the paper as defined above (payment in two instalments is only provided with approval of your supervisor).
* The final balance will not be paid until the student provides the EFRI Administration Officer with a copy of:
* The submitted paper listing EFRI as the academic address for the Honours student and EFRI supervisor/s;
* Proof of submission and acceptance of paper to be sent out for review; and
* User friendly abstract (with minor modification from the paper abstract) for use in EFRI communications and promotions.
* Application for this award must be made on the official EFRI application form available on the EFRI website [http://www.griffith.edu.au/environment-planning- architecture/environmental-futures-Research Institute/student-opportunities/support-programs](http://www.griffith.edu.au/environment-planning-architecture/environmental-futures-centre/student-opportunities/support-programs)

**RESTRICTIONS:**

The application process for Honours scholarships are competitive and not all applicants will be successful. The amount awarded is at the discretion of the supervisor and the EFRI executive committee and due to limited funds, not all applications will necessarily be awarded a scholarship. There is a maximum of one application per eligible student permitted.

**DEFAULT PROCESS:**

* If an applicant does not fulfil their commitments within four months of the award as outlined in this policy then the following will normally occur;
* The supervisor will initially be consulted;
* Contact will be made with the applicant to assess the likelihood of progressing to submission (as defined in this policy);
* If initial payment has been made and it is unlikely that any paper will be generated then action may be taken to recover the funds;
* If a paper needs significant editing before it is able to be sent to review, and the applicant refuses to make these changes, then the supervisor at their own discretion is able to make these changes and submit the paper on the applicant’s behalf. Under these circumstances if an initial payment has already been given to the applicant then at the discretion of the EFRI Director, action may be taken to recover funds from the applicant and/or deposit the remaining funds (EFRI matching funds) in the supervisor’s nominated account to compensate for efforts in enabling the paper to be sent to review.

**1. Applicant Details**

**Name:**

**Title:**

**Student Number:**

**Address:**

**Phone: Mobile**

**Home**

**Email:**

**Date of Birth:**

**Supervisor:**

**Research Project Title:**

**2. Payment Details**

**Please transfer funds to:**

**Personal Bank Account** if payment to a personal bank account is required please complete a

Vendor Form (if not previously submitted).

**3. Applicant Signature**

I, , declare that to the best of my knowledge and belief, the information I have supplied in this application is correct and complete. I understand that if I provide incorrect or incomplete information this may result in the cancellation of any offer made by Griffith.

I understand that if the University becomes aware of or has reason to believe that I have provided false or misleading information in my application, my eligibility will be reassessed.

I recognise that it is my responsibility to provide all necessary documentation. I authorise the University to obtain information concerning my status required under the Higher Education Support Act 2003 (HESA).

I understand that the scholarship selection process is competitive and not all applicants who meet the basic eligibility criteria are necessarily awarded scholarships. I also understand that the Environmental Futures Research Institute must be listed as the academic address on the submitted paper.

**ATTACHMENTS REQUIRED (CHECKLIST):**

Current CV

Current Memorandum of Results/Academic Transcript including GPA and Honours grade

Outline of prospective papers and targeted journals Letter of support from Supervisor Available/preferred start and finish dates

**Applicant Signature:**

**Date:**

4. **Supervisor Authorisation**

I, , confirm that this student has arranged to undertake the Honours Thesis Write-Up Scholarship with myself as supervisor. I confirm that I will contribute $ *(please specify the amount up to $1,000)* to the overall scholarship and wish for my contribution to be taken out of the following GU Account details:

**Speedtype:**

**Class:**

**Supervisor Signature: Date:**

5. **Protecting Privacy**

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [www.griffith.edu.au/ua/aa/vc/pp/](http://www.griffith.edu.au/ua/aa/vc/pp/) or telephone

(07) 373 57700 or (07) 555 28811.

6. **Completed Application Forms**

 Please forward approved forms and attachments to EFRI by post, e-mail or in person.

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| **By Post**PRIVATE & CONFIDENTIALEnvironmental Futures Research InstituteGriffith University, Nathan Campus170 Kessells Road, Nathan QLD 4111 | **By Email**d.riseley@griffith.edu.auc.perry@griffith.edu.au**In Person**Environmental Futures Research InstituteNathan Campus N78 2.18Gold Coast campus G24 3.18 |

*7.* ***- OFFICE USE ONLY -***

**APPLICATION RECEIVED**

Date:

Time:

Signature:

**APPROVAL – SUPERVISOR**

Confirmed with Supervisor: $ (maximum $1,000)

Signature:

Date:

50% Prepayment approved by supervisor Yes / No

**APPROVAL - DIRECTOR**

Approved by Director or Deputy Director, EFRI $ (maximum $1,000)

Signed:

Date:

**PROCESSED**

Payment after submission - Request Number:

Date:

Received: Paper submitted for review A4 abstract Proof of submission

Pre-Payment Option

Payment 1 - Request Number:

Date:

Payment 2 - Request Number:

Date:

Received: Paper submitted for review A4 abstract Proof of submission