College of Nursing & Health Sciences

2025 Postgraduate Research Student Maintenance (RSM)

The College provides RSM support to research students whilst enrolled in a Higher Degree by Research (HDR) course. College RSM application forms are found on the [CNHS HDR website](#) and should be submitted to cnhs.hdrstudents@flinders.edu.au when complete.

1. **Purpose of Research Student Maintenance:**
   - Research Student Maintenance (RSM) is offered by the College Research Committee. It assists with the cost of research projects being undertaken by Postgraduate students completing a Higher Degree by Research (HDR).
   - The RSM allocation is a grant-in-aid for maintenance and consumables. The amount offered is a contribution to the total maintenance costs and may not cover all expenses associated with a HDR research project.

2. **Eligibility:**
   - A HDR student is eligible to apply for up to $2,000 per year of FTE candidature to a maximum of $6,000 during the normal enrolment period (up to 3 years for PhD; 2 years for Masters of Science by Research; 1 year for Master of Health and Clinical Research).
   - RSM will only be awarded to candidates enrolled in a HDR in the College of Nursing & Health Sciences.
   - Students who upgrade their HDR program (e.g., from Masters to PhD) are only entitled to the maximum of $6,000 of RSM (i.e., the years spent on the former degree are counted towards the 3 years FTE of RSM in the PhD).
   - Retrospective applications will not normally be supported. It is the student's and supervisor's responsibility to plan and apply for funds each year.

3. **Acceptable use of RSM funds**
   - Laptop
     - Commencing Higher Degree by Research students (within the first 12 months FTE) may elect to use RSM for a new laptop computer for use during their candidature. The University's Information & Digital Services (IDS) team accept responsibility for purchasing, dispatching and maintaining laptops for HDR students. This must be done following [College](#) and [Flinders University Information Technology](#) procedures.
     - Note: upon completion of candidature students are responsible for returning laptops bought with RSM funds to IDS to be wiped. Students can buy back the laptop after wiping, at a reduced fee.
   - Participant honorariums/vouchers (see Gift Card Request in ServiceOne)
     - As per policy reimbursement for **Gift cards require prior approval** - this needs to be put through [ServiceOne](#). This pre-approval is required for using both corporate credit cards and RSM (reimbursement) to purchase these items.
     - The account code is the RSM account number, which your Principal Supervisor has as the account holder. The natural account code is 3217. If you don't have access to ServiceOne your supervisor will need raise the ServiceOne request on your behalf.
     - Gift cards are for volunteers or research study / survey participants.
     - They are a token of appreciation unrelated to any estimate of the value of the recipient's contribution (please also check with Ethics regarding appropriate amounts for reimbursement/tokens of appreciation).

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- Minor equipment/study related expenses (e.g., voice recorder, Live Scribe smart pen, exercise tracking devices, textbooks, recruitment costs, photocopying).
- Software (only that not provided by the university).
- Stationery (i.e., pens, paper, USBs, conference poster printing, printing ink).
- Transcription of participant interviews.
- Thesis editing.
- Travel within Australia to attend Flinders University for a conference presentation or attend supervision meetings if residing more than 100kms from the supervisor.
- Field travel for data collection purposes.
- Conference registration and attendance costs
  - Student must be a presenting author at the conference.
  - Evidence of conference acceptance for an oral paper or poster must be included with the RSM application form.
  - Funding is provided for transport (plane, train, car, taxi, etc.), accommodation, and registration costs only. *Per diem* and subsistence costs are not supported.
  - Flights must to be booked through Flinders preferred company (Phil Hoffman) according to [Flinders University Travel Policy](#) in order to be reimbursed.
- Open Access publication fees only in Q1 ranked journals in the latest [SCImago ranking](#) when the student is the first author and the article processing charge is not covered by existing [Flinders read and publish agreements](#).
- Research professional development workshops not available through Flinders University (i.e. ACSPRI workshop).

4. Unacceptable use of RSM funds
- Laptop and computer purchases made outside of the Flinders Information Technology policy.
- Conference Travel <u>not</u> booked through Flinders University preferred supplier (Phil Hoffman) as per [Flinders University Travel Policy](#).
- Conference Travel where a student is <u>not</u> presenting their HDR research.
- Publication costs for publications <u>not</u> in Q1 journals.
- Thesis production costs (printing, binding). OGR offers a [Thesis Allowance](#) to assist with thesis production costs.
- Membership subscriptions.

5. Submission of applications
- Applications must be submitted with student and supervisor signatures, by email to cnhs.hdrstudents@flinders.edu.au
- Please read the instructions carefully as incomplete applications will not be considered.
- Please note, students will only be contacted via their Flinders University allocated email address.

6. Allocation & spending of RSM funds
- Funds are not automatically allocated. An application form is required each year.
- The RSM allowance is calculated and allocated as follows:

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- o Students will be required to request $2000 as a full-time student or $1000 as a part-time student for each equivalent FTE year.
  - o Students will be required to list their budget for the year and justification for why RSM is needed.
  - o Payments will be made after the first application and annually when another application is made. Please apply annually for RSM on your commencement date anniversary.
- The student's supervisor is responsible for ensuring that RSM funds are expended in the best interests of the student and their HDR progress.
- Reimbursement of costs is managed using a Student Expense Reimbursement form available on the CNHS HDR website.
- The balance of the RSM account will carry forward into the next year for use, with any remaining funds being returned to the College upon the student's completion of candidature.
- The College Research Committee, Finance Manager or Director of College Services may audit RSM accounts at any time.

For any queries email: cnhs.hdrstudents@flinders.edu.au.

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Research Student Maintenance **contributes** to research-related expenses incurred by Higher Degree by Research Students during the course of their candidature. RSM must be used in accordance with RSM Guidelines (see above).

PART A: STUDENT DETAILS			
Name:		FAN:	
Student Number:		Degree:	

PART B: ENROLMENT DETAILS			
Thesis Title:			
Principal Supervisor:			
Year degree commenced:		Full-Time or Part-Time:	
Have you previously been awarded HDR RSM funding?		Amount awarded to date:	
RSM Account Number for continuing students (Principal supervisor will have this)			

PART C: LAPTOP REQUEST	
I am in my first year and would like to request a laptop computer*****:	
If yes, please submit a laptop quote with this form. Standard laptop quotes can be obtained from the [hardware purchasing page](#) or for more specialist hardware quotes submit a request via [Service One.](#)	

PART D: BUDGET		
Refer to funding guidelines for eligible items.	RSM amount requested this year (FT or PT):	
ITEM	JUSTIFICATION Briefly justify each item requested*	AMOUNT

PART E: AUTHORISATION (Ensure supervisor reads and signs before submission)			
Student Signature		Date:	
Principal Supervisor Signature		Date:	
Endorsed by HDR Coordinator		*Amount:*	*Date:*

* If this request is for **laptop purchase**, please ensure you follow [College](#) and [Flinders University Information Technology](#) procedures. If this request is for **conference travel**, please also submit the additional supporting documentation outlined above.

Applications must be submitted by email to cnhs.hdrstudents@flinders.edu.au