**AINSE**

ABN 18 133 225 331

## AINSE Post-Graduate Research Awards - 2016
## Conditions and Guidelines

# *CONDITIONS*

Post-graduate Research Awards (PGRA) are offered by AINSE Ltd (the Australian Institute of Nuclear Science and Engineering) for suitably qualified persons wishing to undertake studies in AINSE's fields of interest for a higher degree at an AINSE member university. Applications will be received up to 15 April 2016.

**1      Form of Award**

AINSE PGRAs are in the form of "supplements" and are offered to scholars who are, or will be, in receipt of an Australian Postgraduate Award (APA) or equivalent award, and for as long as that Award is current subject to satisfactory progress.

**2      Qualifications for Candidature**

Applicants must be persons who have completed, or who expect to complete within six months of nomination, the requirements for the degree of BE or BSc(Hons) or equivalent, at a recognised university, and who are enrolled, or expect to enrol within six months, as a candidate for a higher research degree at a member university of AINSE.

**3      Location**

An AINSE PGRA will be held at the nominating university, however the student will be required to spend a significant period, normally not less than four weeks per year, attached to ANSTO at Lucas Heights, or other AINSE supported facilities, for the purpose of receiving training and using these facilities in connection with the approved research project.

**4      Project**

The research project shall be proposed by the nominating university and shall be directly concerned with AINSE's fields of interest. The project will usually require the use of the special facilities at the Australian Nuclear Science and Technology Organisation (ANSTO) at Lucas Heights. See the AINSE website for the complete list of facilities and services. It is expected that the university will appoint a suitably qualified member of staff from ANSTO as a co-supervisor of the project. The co-supervisor shall be responsible for ensuring that the ANSTO facilities and services required for the project can be made available in the year of the Award. Access to facilities is not guaranteed: equipment failure or other difficulties may arise which prevent the execution of the grant. AINSE does not accept any responsibility for the consequences of equipment becoming unavailable. The objective of the project shall not be changed without the written approval of AINSE.

**5      Tenure**

i      Total duration of an AINSE PGRA is at AINSE's discretion, and is subject to annual review. It is expected that the experimental component of the research program requiring access to ANSTO facilities will be completed within three years of post-graduate study.

ii      An Award may commence during the first, second, or third year of a PhD research program or during the research component of a Research Masters degree. The commencement date for tenure of the AINSE PGRA shall normally be taken as 1 July in the year in which the Award is first made. The PGRA will expire at the same time as the APA or equivalent award. If the APA is suspended for a period for whatever reason the PGRA will be suspended for the same period of time.

iii      An AINSE PGRA will normally be extended to conclude at the end of a three-year PhD research program or at the end of the research component of a Research Masters degree.

iv  Only in special circumstances, such as the unavailability of ANSTO facilities needed for the experimental component of the research program, will extension of an AINSE PGRA be granted for part of a fourth year for PhD students.

v  Tenure of an AINSE PGRA is conditional upon the student meeting the requirements of the governing authorities at ANSTO in connection with the use of ANSTO facilities.

vi  AINSE may terminate an Award at any time if it is not satisfied with the progress or conduct of a student, or for any other reason. Tenure will terminate in any case on the date on which the student submits to his/her university a thesis on their research.

## 6  Stipend

The stipend during tenure of the award will be at rates announced by AINSE. The rate applicable from 1 January 2016 will be $7,500 pa. The amount of the stipend will be reduced in cases where the student is in receipt of scholarship(s) top-up stipends whose total value is greater than 75% of the APA stipend**.** In some cases an Award may be made without stipend. Responsibility for establishing taxation liability lies with the Award recipient.

## 7  Payment of Stipend

The stipend will be paid to the University once a year with effect from the commencement date or anniversary of that date. Should the student relinquish the Award for any reason or the University cease to be a member of AINSE, the University will be required to refund the remaining stipend to AINSE calculated on a pro-rata basis.

## 8  Award for Facility Use and Supervision

The supporting award will provide facility use to AINSE Supported Facilities (ASF). The award holder will be required to apply directly to the ASF once their specific equipment use requirements are established through the research program.

## 9.  Award for Travel and Accommodation

i  AINSE will provide a credit towards the travel and accommodation expenses associated with an attachment or visit to Lucas Heights during the year of the Award. The mode of travel will be left to the student's discretion but the travel component of the Award will be calculated on the basis of the most economical means of transport between the student's university and Lucas Heights. In the case of students based in Sydney or Wollongong, a daily travel allowance is based on the distance between the University and Lucas Heights. Since the cost of travel and/or accommodation may change during the year, the AINSE award shall be regarded as a contribution towards these expenses, and shall not be adjusted to reflect the actual expenses incurred.

ii  The accommodation component of the Award for an AINSE PGRA will be **based on four weeks accommodation at the Lucas Heights Motel per year**.

## 10.  Administrative Arrangements

i  AINSE research students are to make arrangements to use facilities and services at ANSTO directly with the ANSTO co-supervisor. These should be made well in advance to avoid the possibility of time not being available to provide the required access to facilities or services within the period of the Award.

ii  When arrangements for the facility use have been finalised, a request for accommodation should be made at this time through AINSE. This must be done at least three weeks in advance of the visit. The student will need to fill in a Visit Request Form and send it by e-mail to ainse@ainse.edu.au giving the preferred dates and times of arrival and departure.

iii  ANSTO co-supervisors must provide their administrative officers with details of the visit entered on an "AINSE Award Authorisation Form".

iv  ANSTO co-supervisors will be responsible for visiting students whilst they are at Lucas Heights. Students visiting ANSTO must arrange (through their universities) their own insurance against injury and / or damage to themselves or third parties (personal and property).

⬤AINSE

v    AINSE will pay the Lucas Heights Motel directly on behalf of the student in respect of basic accommodation costs (bed, breakfast and evening meal). Any extras, such as telephone calls and drinks, etc, must be settled by the student on departure.

vi    The expenses that AINSE will approve from credits awarded for travel and accommodation are limited to those involved in visits to ANSTO facilities ONLY, except in special cases noted at the time of granting the Award, or in other special cases in which AINSE's written approval has been obtained prior to the journey. Reimbursement for travel costs incurred by the student will be met directly by AINSE, up to the limit of credit awarded for that purpose, on receipt of an appropriate tax invoice from the student's university. Original tax invoices will be required for auditing purposes. University tax invoices must identify the AINSE Postgraduate Research Award holder and be marked for the attention of the Accounts Officer, AINSE.

vii    Before the 31 December in the year of the award (or the extension of the award), the ANSTO administrative officer will request the student to sign an award authorisation. This is to record the usage granted to the student for reporting purposes.

## 11    Variations on Award for Travel and Accommodation

Wherever possible, the student's research program should be planned to include one or two visits to Lucas Heights totalling four weeks each calendar year. Should special requirements of the research project make this impractical, the student should write to the Managing Director, AINSE Ltd, as soon as possible after notification of the Award, giving details of the proposed program so that the travel and accommodation Award can be varied accordingly.

## 12.    Reports

A report on the progress of the project on a form provided for that purpose, and signed by the student's university supervisor **and** ANSTO co-supervisor must be submitted each year to AINSE by 31 March at the request of AINSE. The student will continue to report each year until the thesis has been submitted. It is expected that a professionally bound copy of the thesis will be presented to AINSE upon completion of its examination.

## 13    Publications

It is expected that appropriate acknowledgment to AINSE and ANSTO will be made by the student or ex-holder of an AINSE PGRA when any material embodying the results of work undertaken during tenure of the Award is submitted for publication. No material resulting from work carried out at ANSTO should be submitted for publication without the approval of the university supervisor and the ANSTO co-supervisor. It is expected that copies of any such publications will be presented to AINSE. Wording for inclusion in Acknowledgements of publications should include *"The authors would like to thank AINSE Ltd for providing financial assistance (Award - PGRA) to enable work on ….."*

## 14    Intellectual Property Rights

As a general rule, intellectual property rights in the results of an AINSE PGRA involving ANSTO personnel shall be the joint property of the university accepting the award and ANSTO, however such rights may, in all cases, be subject to negotiation between those parties. Where it is anticipated that intellectual property rights of commercial value will be generated by a project which is the subject of an AINSE Award, applicants are advised to consult their legal representatives. Intellectual property rights which exist, or may exist, in any AINSE Award project must be identified and steps taken to ensure that whatever protection is required is put into place before disclosure of the subject matter is made to any outside parties.

&#9883;AINSE

# *GUIDELINES*

### *2016 Guidelines for the Preparation of Applications*

### *These notes are intended to assist applicants complete the on-line application form*

> **The application form is found online**
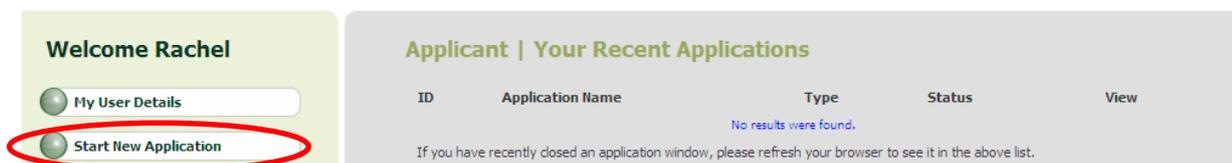> http://grants.ainse.edu.au/
>
> **PLEASE SELECT <u>PGRA 2016</u> APPLICATION TYPE FOR YOUR PGRA APPLICATION**

**How to Log into the AINSE Portal for Online applications:**

1. Go to the Login page from the AINSE website: http://grants.ainse.edu.au/
2. Use your PIN and password to log into the AINSE Portal
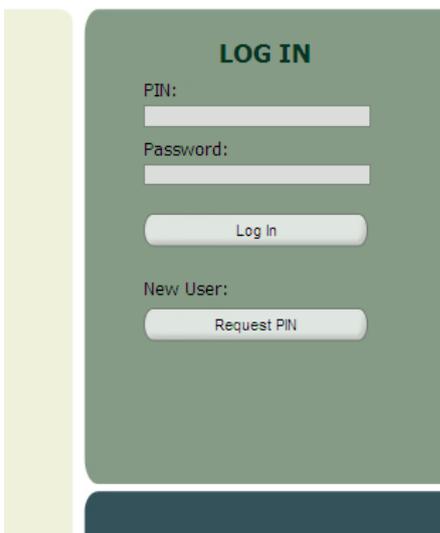


3. Once logged into the portal you should see a button that says "**Start New Application**", click the button to start a new application.

AINSE

4. Under **Application type**, make sure you select **PGRA 2016** to start the PGRA application.



5. Fill in the Application form Cover page, entering in your Application Title (the title of your research project) and selecting the Specialist Committee.
6. Click CREATE
7. Proceed in filling in the application, making sure you save regularly.
8. Your Application ID can be found on your online application:

9.  To fill in the application, click the [Pages] tab



Please note the 2016 AINSE Post-Graduate Research Awards (PGRA 2016) application form requires a password as well as a PIN. If you do not have a login please visit the LOGIN page at the AINSE website http://grants.ainse.edu.au/ **and make a request**.

# *PROCEDURE FOR COMPLETING THE PGRA 2016 APPLICATION*

Each application (**PGRA 2016**) should be prepared by the research student responsible for the project using the on-line form on AINSE's website in consultation with their university supervisor and proposed ANSTO co-supervisor**.**

<u>**PLEASE NOTE LATE APPLICATIONS WILL NOT BE CONSIDERED.**</u>

AINSE will advise the member universities of the awards made in the current series of AINSE PGRA Awards by 30 June 2016.

**General Procedure**

- Apply for an AINSE PIN and start your application.

- Make a note of the application number.

- Save your application regularly.

- Contact the ANSTO research scientist attached to the facility you propose using to discuss your application as soon as possible. Contact details for ANSTO research scientists can be found in the 2016 Researchers' Guides on the AINSE website.

- Save your application regularly. Don't click "submit" until you have completed your application because you cannot make changes to your application after you click "submit".

- **Send your draft application to both your university supervisor and your prospective ANSTO co-supervisor for comment.** You can save your application as a PDF, under the print tab of your online application form.

- You can upload files*, including images, charts, graphs and PDFs on the final page of the application form. **PLEASE SCAN AND UPLOAD SUPPORTING DOCUMENTATION, including your transcripts, reference letters and signed application page.**

- When you have incorporated any suggestions from your university supervisor and your prospective ANSTO co-supervisor print the completed application, sign it, and obtain the appropriate signature from your **Research or Scholarship Office**.

- Please upload this scanned signature page on the upload final page of the online application, as well as any other supporting documentation before you submit.

- Press "submit"

**<span style="color:red">AINSE WILL NOT BE ACCEPTING ANY APPLICATIONS VIA MAIL. APPLICATIONS WILL ONLY BE ACCEPTED VIA THE AINSE ONLINE PORTAL.</span>**
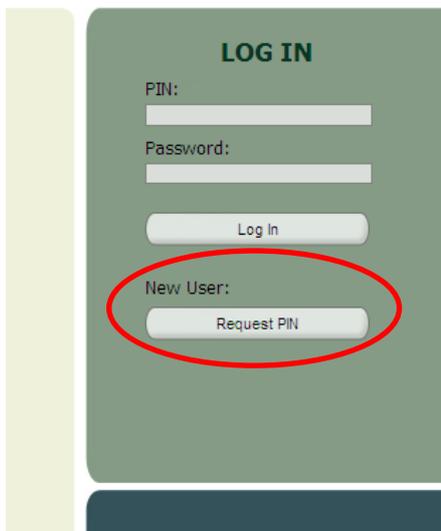
**<span style="color:red">PLEASE NOTE: THE APPLICATION IS ONLINE. ANY DOCUMENTATION AS PART OF YOUR APPLICATION MUST BE UPLOADED ON THE FINAL PAGE OF THE ONLINE APPLICATION FORM BEFORE SUBMISSION. INCLUDE YOUR SIGNATURE PAGE. YOUR SIGNATURE PAGE MUST HAVE A SIGNATURE FROM YOUR RESEARCH OFFICE ON IT.</span>**

\* UPLOADING FILES – Please ensure all files uploaded are:
   - no bigger than 2MB
   - the name of the files is short with no characters in the title
   - minimize the number of files you attached to your application

AINSE

## PIN

To access the on-line application form you need a PIN. If you already have an AINSE PIN, and cannot remember your password, please contact AINSE for a password reset and ensure your personal details are correct. If you do not have a PIN please use the Login link on the [AINSE website](#) to request access. You will receive an e-mail acknowledgment within 24 hours giving you your AINSE PIN and password.



## Candidate

A candidate for an AINSE PGRA must be nominated by the member university of AINSE at which tenure of the Award is proposed.

As a prerequisite for applying for an Award, overseas students must produce evidence of having obtained the necessary entry permits to Australia. Tenure of an AINSE PGRA is conditional upon the student meeting the requirements of the governing authorities at ANSTO in connection with the use of ANSTO facilities.

Other factors that will be considered by AINSE include the undergraduate record of the applicant, evidence of research capability, and the degree of collaboration with ANSTO or other AINSE Supported Facilities (ASF).

## Applicant Details

It is important to outline your primary scholarship details and attach supporting documentation to verify your approved primary scholarship. YOU MUST ATTACH TO YOUR APPLICATION verification of your Australian Postgraduate Award (APA) OR a letter from your university research office verifying the scholarship you have received is equivalent to an APA.

## Project Details

A concise title that best describes your research project is required. Please use 120 characters or fewer.

## Scientific Objectives

Provide a concise statement of the scientific objectives, in 100 words or less. You should describe the research question(s) you will endeavour to answer through this research and include the expected outcomes.

AINSE PGRAs support research projects undertaken by its member organisations in the fields of nuclear science and engineering or their applications.

For a project to be considered it must satisfy AINSE of its high scientific merit and technical feasibility.

## Background

Explain the relationship of the proposed research to present knowledge and to comparable investigations in progress elsewhere.

### Proposed Method

Provide a concise outline of the experimental method to be used in the project, in no more than 1000 words. Specify the design of the experiment, the procedure to be followed, project milestones for the achievement of scientific objectives, and any other information which will assist AINSE in making a scientific evaluation of the proposal.

Details should be given of the facilities, equipment, services, and consultations, which you plan to use. The use of such facilities must be discussed with the ANSTO Facility Contact Scientist responsible. A list of facilities and their ANSTO Facility Contact Scientist details is given in the *AINSE Researcher's Guide* which includes the instruments associated with the OPAL research reactor.

**ANSTO Co-Supervisor**

You should make contact with your proposed ANSTO co-supervisor as early as possible. Additional information is required for many facilities, and should be discussed with your prospective ANSTO co-supervisor before the application is submitted. This information should be included in the application.

It is expected that the university will appoint a suitably qualified member of staff from ANSTO as a co-supervisor of the project. The co-supervisor will be responsible for ensuring that the ANSTO facilities and services required for the project can be made available. Access to facilities is not guaranteed: equipment failure or other difficulties may arise which prevent the execution of the grant. AINSE does not accept any responsibility for the consequences of equipment becoming unavailable.

### Facility request and justification

Details of facilities are given in the *AINSE Researcher's Guide*. As mentioned above, you should contact your proposed ANSTO co-supervisor and agree on the most appropriate facilities and ascertain the availability of the facility and ANSTO staff.

You must state clearly and concisely why the facility/facilities you have chosen is/are the best for the project.

### Socio-Economic and Research Field Codes

Using the Australian Research Council website please enter the codes that most closely fit the expected outcome of the project. These codes can be accessed through the ARC website under Information for Applicants.

**Academic Record of Candidate**

You must provide certified statements of your academic record or certified transcripts of your academic record with your application. If the documents are not in English you must provide certified translations of the documents. If your undergraduate studies were undertaken in a country other than Australia, you should include an explanation of the marking/grading system.

***You will need to upload copies of these documents through the upload facility in the "Any Other Information in Support of This Application" section.***

**References**

Your two referees should provide a short (max. one A4 page) summary explaining why they support your application for this award. References may cover such questions as:
- How long have you known the applicant?
- What do you think of the applicant's performance so far? Support with examples eg. medals won, academic achievement, comparison with other students you have supervised
- How would you describe the applicant's attitude towards their research? Support with examples eg. self-motivated, works hard, time management skills, talented, visionary, original, enthusiastic
- How well do you think the applicant will perform in the future?
- Why would this award benefit the student?

Applicants must ensure two references are included with the online application, in the file upload section, upon submission. A reference from your university supervisor can be included in your application.

### Any Other Information in Support of This Application

Use this space to provide additional supporting information especially regarding research capabilities and publications (reference list only), or to expand upon information given elsewhere in the application.

This section has a file upload facility. You may upload copies of your academic transcripts, prizes, awards, etc. You can also upload diagrams, images, graphs, etc which relate to your application. Please ensure you cross-reference them to the appropriate section in your application. **Files must be less than 2MB**.

*SUBMISSION PROCEDURE*

**The completed online application form must be signed by the candidate and an authorised person from the university Research or Scholarship Office. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNED SIGNATURE PAGE ATTACHED.**

**PLEASE USE THE PRINT TAB ON YOUR ONLINE APPLICATION FORM TO SAVE AND PRINT YOUR APPLICATION AS A PDF:**

1.  Select **Application as PDF**
2.  The application will open in your browser in PDF format, and you can save it to your local drive and print a copy
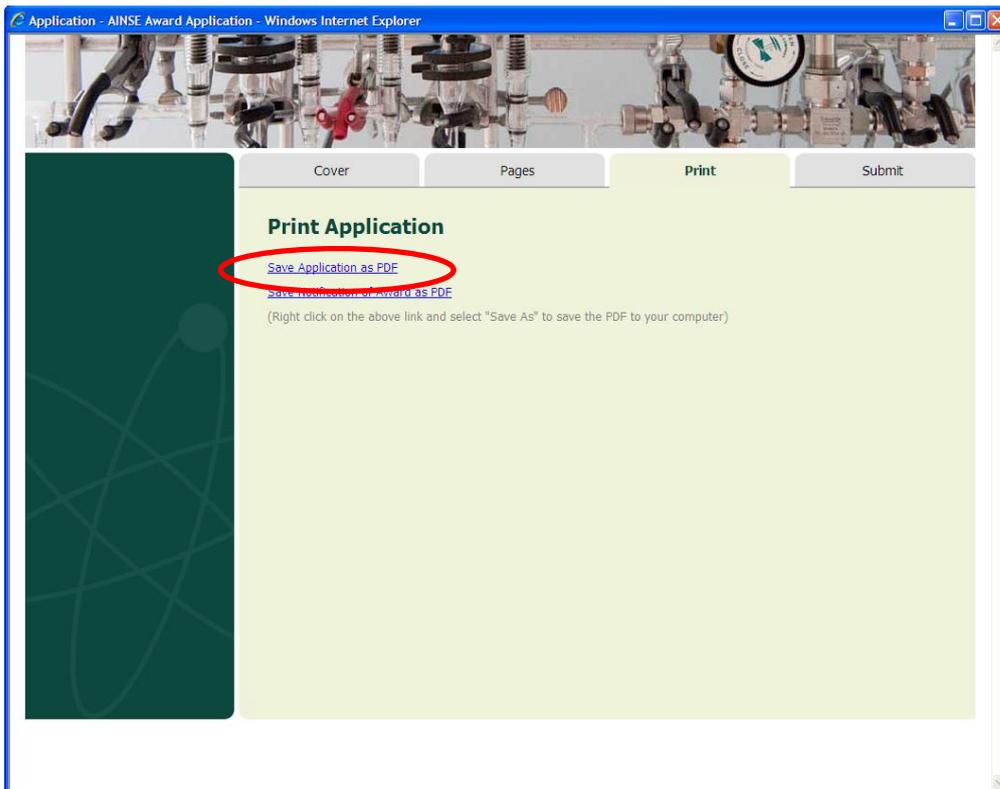


3.  Once you have printed your application you must get the following signatures and make sure all these fields are filled in:

    a.  Applicants declaration - name (17)
    b.  Applicants Signature and date (18)
    c.  University / institution supervisor name (19)
    d.  Verification of university / institution support – name (20)
    e.  Verification of university / institution support – signature, designation and date (21)

4.  When all signatures are on the hardcopy application, please scan this page(s) as a PDF and **attach to your online application before you submit**

**17. Applicant's declaration - name**

Rachel Caldwell

 Applicants' Name

**18. Applicant's signature and date**

 **REQUIRED:** APPLICANT MUST SIGN

**19. University / institution supervisor**

 Name of your university supervisor

**20. Verification of university/institution support - name**

 Authorised Research Officer name – from research office

**21. Verification of university/institution support - signature, designation and date**

 **REQUIRED:** RESEARCH OFFICER MUST SIGN

5.  Please upload this scanned signature page(s) on the upload final page of the online application, as well as any other supporting documentation **before you submit**.

6.  Submit the form on-line by **CLICKING the SUBMIT button found on the <u>Submit</u>** tab. It will prompt you to confirm your submission, click OK if you are ready to submit your online application.
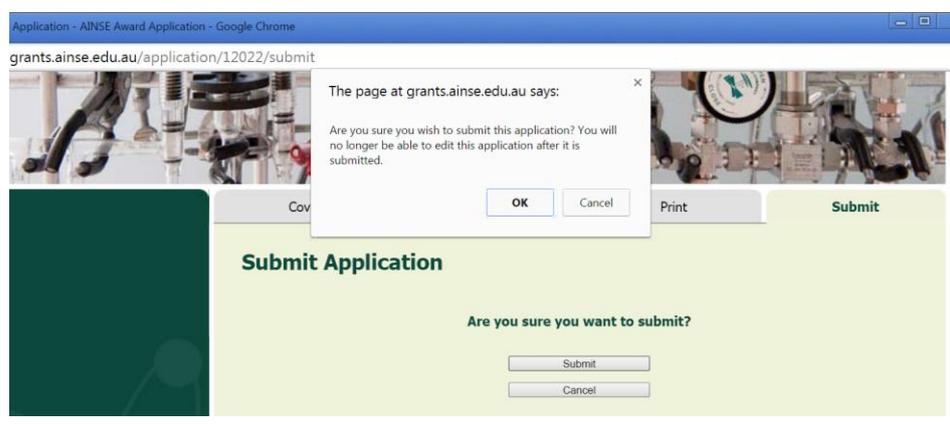


7.  You will receive confirmation on the Cover Page of your application, advising that your application has been submitted. Your application Status should now show **Submitted**.
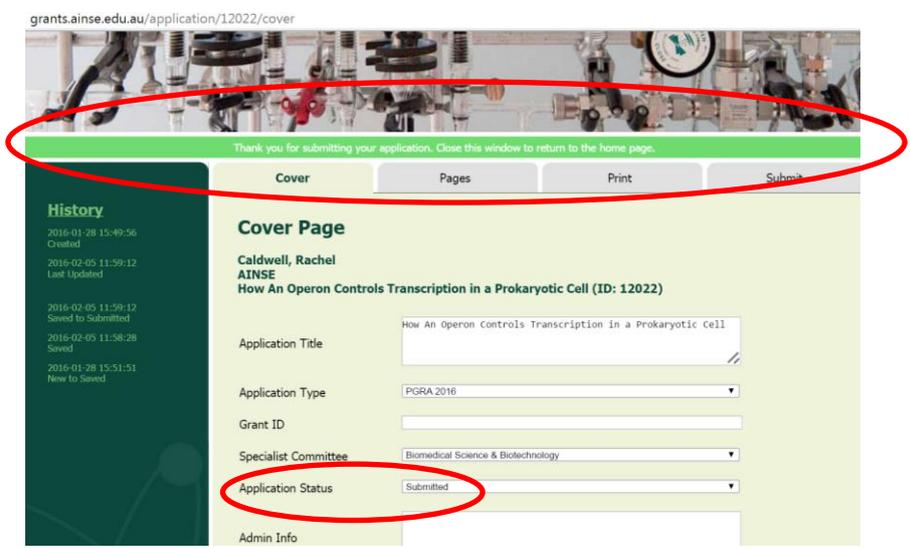
**HOW CAN I CONFIRM MY APPLICATION HAS BEEN SUBMITTED?**

There are several places to check that your PGRA application has been submitted:

1. The Cover page of your application (as shown above)
2. Your printed PDF application AFTER you have submitted:



3. Your homepage on the AINSE Portal:



**PLEASE NOTE: THE APPLICATION IS ONLINE. ANY DOCUMENTATION AS PART OF YOUR APPLICATION MUST BE UPLOADED ON THE FINAL PAGE OF THE ONLINE APPLICATION FORM BEFORE SUBMISSION.**

**AINSE WILL NOT BE ACCEPTING ANY APPLICATIONS VIA MAIL OR EMAIL. APPLICATIONS WILL ONLY BE ACCEPTED VIA THE AINSE ONLINE PORTAL.**

> **The closing date for submissions is 15 April 2016.**

*NOTIFICATION PROCEDURE*

Both successful and unsuccessful applicants will be notified by 30 June 2016.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION OR THE APPLICATION PROCESS PLEASE CONTACT THE AINSE OFFICE AT ainse@ainse.edu.au.