



ABN 18 133 225 331

## **AINSE POST-GRADUATE RESEARCH AWARDS**

### **2012 Guidelines for the Preparation of Applications**

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

Please note, the 2012 AINSE Post-Graduate Research Awards (PGRA) application form requires a password as well as a PIN. If you do not have one please go to the AINSE website [www.ainse.edu.au](http://www.ainse.edu.au) and make a request.

#### **GENERAL**

AINSE Ltd makes AINSE Post-Graduate Research Awards (PGRA) in support of projects undertaken by its member universities which have an identifiable focus on nuclear and nuclear-related applications and/or on the use of Australian Nuclear Science and Technology Organisation (ANSTO) facilities and expertise and others as listed in the AINSE Researchers Guide. PGRAs are made at the discretion of the AINSE Council, through its Executive Committee.

AINSE PGRAs have three components

- Stipend
- Award for travel and accommodation
- Award for Lucas Heights facility costs and supervision

#### *Stipend*

The stipend during tenure of the award will be at rates announced by AINSE. The rate applicable from 1 January 2012 will be \$7,500 pa.

Where a scholar holds other top-up scholarships the total top-up permitted will be 75% of the APA stipend. AINSE will reduce it's top-up where necessary to ensure that the total stipend does not exceed this limit.

Responsibility for establishing taxation liability lies with the recipient of an AINSE award.

#### *Award for Lucas Heights facility costs and supervision*

Charges apply to the use of all AINSE supported facilities (ASF) and services, hereinafter referred to as "facility costs". AINSE will contribute towards facility costs which, at the discretion of the co-supervisor, may include the purchase of equipment, materials, and computing time essential to the research project. The supporting Award provided for these purposes and for supervision is \$5,500 pa, which will be paid direct to the university. Should facility costs exceed the supporting Award, ANSTO will fund the additional costs involved subject to prior arrangements being made with the student's ANSTO co-supervisor. The co-supervisor shall be responsible for ensuring that funds from either the supporting Award or his/her own program area are available to cover any facility costs in other program areas.

#### *Award for Travel and Accommodation*

AINSE will provide a credit towards covering 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.

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

### **GUIDELINES FOR COMPLETING THE APPLICATION FORM**

Each application 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. The completed form must be signed by the candidate and an authorized person from the university Research or Scholarship Office.

#### **Soft copy of application and accompanying documents**

Pdf your signed application and all accompanying documentation and email to [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au)

#### **Hard copy of application and accompanying documents**

The signed original of the completed application form and accompanying documentation must be forwarded through the Registrar or appropriate office at the member university, to reach AINSE by the closing date 15 April 2012. Applications received after this date will not be considered.

AINSE will advise the member universities of the awards made in the current series of AINSE PGRA Awards before 30 June 2012.

#### **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 Researchers' Guides on the AINSE website at [http://www.ainse.edu.au/academic\\_researchers2/users\\_guide](http://www.ainse.edu.au/academic_researchers2/users_guide)
- 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 upload files containing images, charts, graphs etc on the final page of the application form "Any Other Information in Support of Your Application". Please ensure you cross-reference your uploads.
- 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.
- Press "submit"
- Add to your printed copy all supporting documentation
- Pdf your signed application and all accompanying documentations and email to [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au)
- The signed original of the completed application form and accompanying documentation must be forwarded to reach AINSE by the closing date 15 April 2012. Applications received after this date will not be considered.

#### **PIN**

To access the on-line application form you need a PIN. If you already have an AINSE PIN, contact AINSE for a password then ensure your 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 ASF facilities.

## **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, its scientific 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](#) and the [AINSE PGRA Users' 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](#) and the [AINSE PGRA Users' 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 standard Socio-economic Objective classification and Field of Research classification codes give 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 may 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 referees submit references directly to:

Managing Director

AINSE Ltd.

by email to [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au)

or by post to Locked Bag 2001, Kirrawee DC NSW 2232

by the closing date, 15 April.

**On-time delivery of the references is the sole responsibility of the applicant.**

### **Any Other Information in Support of This Application**

Use this space to provide additional supporting information especially regarding research capabilities and publications, or to expand upon information given elsewhere in the form.

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 and can be in the following formats: .csv, .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .tif, .txt, .xls, .xlsx

### ***SUBMISSION PROCEDURE***

When you are satisfied that the details in your application are complete you should

1. print your completed application form and have it signed by an authorised member of your university's Research or Scholarships Office
2. submit the form on-line
3. pdf the complete copy of your application including transcripts etc. and email to [ainse@ansto.gov.au](mailto:ainse@ansto.gov.au)
4. submit the hard copy with original signatures through your university Scholarships Office or Research Office or post to  
AINSE Ltd

Locked Bag 2001  
Kirrawee DC NSW 2232

The closing date for submissions is 15 April.

***NOTIFICATION PROCEDURE***

Evaluation of applications will be made in May and applicants and their university research office, will be notified by email of the outcome before the end of May.