



ABN: 18 133 225 331

2023 AINSE Postgraduate Research Award (PGRA)

Terms and Conditions

1. Introduction

- 1.1 The following terms and conditions establish the rules which govern the administration of the 2023 AINSE Postgraduate Research Award (PGRA), hereafter referred to as the **Award**.
- 1.2 The commencement date of the Award is 1st July 2023. The end date of the Award is the earliest of the following: a) 30th June 2024, OR b) the expiry date of the recipient's RTP or equivalent primary scholarship, OR c) the initial submission date of the recipient's thesis.
- 1.3 The Award will ordinarily be renewed on 1st July each year until the recipient's RTP or equivalent primary scholarship expires, or the recipient's RHD thesis is finalised, subject to annual review by AINSE.
- 1.4 Applicants must read these terms and conditions before filling out an application.
- 1.5 The Award is open to application from any students who are, or intend to be, enrolled by a financial member institution of AINSE, subject to the eligibility criteria as outlined in Section 3, regardless of the applicant's citizenship.
- 1.6 Previous recipients of an AINSE Postgraduate Research Award are not eligible to apply.
- 1.7 Individuals employed by AINSE or ANSTO on a full-time or part-time basis at the time of application are not eligible to apply.
 - 1.7.1 Applicants who take up employment with AINSE or ANSTO on a full-time or part-time basis are required to withdraw their application upon commencement of their ANSTO or AINSE employment.

- 1.7.2 Award recipients who take up employment with AINSE or ANSTO on a full-time or part-time basis are required to relinquish their Award upon commencement of their ANSTO or AINSE employment.
- 1.7.3 Casual employees of AINSE or ANSTO are exempt from Sections 7, 1.7.1, and 1.7.2.
- 1.8 Award recipients who hold an AINSE Residential Student Scholarship (RSS) must relinquish their RSS upon acceptance of the Award.
- 1.9 Recipients of ANSTO FutureNow or FutureNow Plus Scholarships are not eligible to apply.
- 1.10 Enquiries regarding these terms and conditions should be directed to the AINSE Secretariat by email (enquiries@ainse.edu.au) or phone (+61 2 9717 3376).
- 1.11 To maintain a fair and equitable award, AINSE reserves the right to modify these terms and conditions at any time.

2. Definitions

- 2.1 **AINSE:** the [Australian Institute of Nuclear Science and Engineering](#). AINSE offices are co-located with ANSTO's Lucas Heights campus.
- 2.2 **ANSTO:** the [Australian Nuclear Science and Technology Organisation](#). ANSTO has two campuses: one Sydney-based campus at Lucas Heights, and one Melbourne-based campus at Clayton.
- 2.3 **Equivalent primary scholarship:** a postgraduate scholarship that, as assessed by AINSE:
- 2.3.1 is awarded to students undertaking an RHD; and
 - 2.3.2 is of comparable or greater financial value to the full-time base stipend rate of an [RTP scholarship](#); and
 - 2.3.3 has a funding period encompassing the full remaining standard duration of the applicant's RHD; and
 - 2.3.4 is advertised, by the University body governing scholarships, to all eligible students of the University; and
 - 2.3.5 is awarded via a peer-reviewed merit-based selection process.
- 2.4 **Project:** a supervised research undertaking that will be submitted for the award of an RHD.
- 2.5 **Research Higher Degree (RHD):** a Research Doctorate or Research Masters degree.
- 2.6 **Research Training Program (RTP):** a [scholarship](#) administered by individual universities on behalf of the Australian Government Department of Education, Skills and Employment to support students undertaking an RHD.
- 2.7 **University:** The financial member institution of AINSE at which the recipient is enrolled in an RHD.

3. Eligibility Criteria

3.1 AINSE Postgraduate Research Awards may be offered:

- 3.1.1 To scholars who are enrolled in a Research Higher Degree (Research Doctorate or Research Masters) at a [financial member university of AINSE](#) during the award period stipulated in Section 1.2; and
- 3.1.2 To scholars who, as part of their degree requirements, must submit a thesis on a research Project as defined in Section 5; and
- 3.1.3 To scholars who have an approved Research Training Program (RTP) or equivalent primary scholarship as certified by the University body governing scholarships; and
- 3.1.4 For as long as the scholar's RTP or equivalent primary scholarship is current; and
- 3.1.5 Subject to satisfactory progress as determined by the annual review of submitted progress reports, on a form provided for that purpose, by AINSE Specialist Committees (see Section 8.1).

3.2 Scholars enrolled in a Masters degree by Coursework with a thesis component are ineligible to apply (such scholars are advised to refer to the [AINSE Honours Scholarship](#)).

3.3 For Applicants seeking to use Australian Synchrotron facilities at ANSTO's Clayton campus: Students will only be eligible for application in the 2023 PGRA round if they can demonstrate a tangible, promising, realistic plan to access merit-based beam time at the Australian Synchrotron. Options are: (a) recent successful beam time application with beam time scheduled in the forthcoming months, (b) beam time applications submitted and presently in review, or (c) an undertaking to submit beam time applications. Please see the [Australian Synchrotron website](#) for access guidelines

4. Tenure

4.1 Tenure of an AINSE Postgraduate Research Award is conditional upon the recipient meeting access requirements at ANSTO, including security clearance requirements at the ANSTO Lucas Heights campus.

4.2 Wherever possible, the recipient will be required to spend four weeks per calendar year attached to an ANSTO facility, or other AINSE-supported facilities, for the purposes of training and facility usage in connection with the approved Project,

4.3 The commencement date of the Award is 1st July 2023. The end date of the Award is the earliest of the following: a) 30th June 2024, OR b) the expiry date of the recipient's RTP or equivalent primary scholarship, OR c) the initial submission date of the recipient's thesis.

4.4 The Award will ordinarily be renewed on 1st July each year until the recipient's RTP or equivalent primary scholarship expires, or the recipient's RHD thesis is finalised, subject to annual review by AINSE.

4.4.1 If the recipient's RTP or equivalent primary scholarship is suspended or placed on hold, the PGRA will be paused for the same period of time.

4.4.2 If the end date for the recipient's RTP or equivalent primary scholarship is extended, the PGRA end date will be extended to match, subject to AINSE's discretion.

4.4.3 If the RTP or equivalent primary scholarship is amended due to a change in the recipient's candidature between full-time and part-time, the PGRA will be adjusted on a monthly pro rata basis.

4.4.4 Alterations to the PGRA as outlined in Section 4.4.1, 4.4.2 and 4.4.3 will be subject to AINSE receiving documentation from the University body governing scholarships confirming the change to the recipient's RTP or equivalent primary scholarship.

4.5 AINSE may terminate a current Award at any time if it is not satisfied with the progress or conduct of a recipient, or if the recipient fails to meet any security clearance requirements at ANSTO, or if the university at which the recipient is enrolled ceases to be a financial member of AINSE.

5. Project

5.1 The Project shall be proposed by the nominating University and require the use of at least one ANSTO facility.

5.2 The objective(s) of the Project shall not be changed without the prior written approval of AINSE.

5.3 Access to ANSTO facilities is contingent upon successful ANSTO Research Portal application(s) in the relevant application round(s).

5.4 The applicant must list at least one suitably-qualified member of staff from ANSTO, who has agreed to act as a co-supervisor of the Project, on their PGRA application. At least one such ANSTO co-supervisor must be listed on the ANSTO Research Portal application(s) of Section 5.3.

5.5 The ANSTO co-supervisor(s) referred to in Section 5.4 shall be responsible for assisting the recipient in reviewing their ANSTO Research Portal application(s) to ensure required standards are met.

5.6 Access to ANSTO facilities is not guaranteed.

5.7 AINSE does not accept any responsibility for the consequences of ANSTO facilities becoming unavailable.

6. Stipend

6.1 Amount:

6.1.1 The stipend during tenure of the Award will be at rates announced by AINSE. The rate applicable from 1st July 2023 will be A\$8,250 per annum excluding GST.

6.1.2 The stipend is for the exclusive use of the recipient only and is not transferable to another party.

6.1.3 Where the recipient's RTP or equivalent primary scholarship is in operation for a period of less than a year, the stipend amount will be reduced on a monthly pro rata basis to match the remaining time period.

6.1.4 The amount of the stipend will be reduced in cases where the recipient is in receipt of scholarship(s) top-up stipends whose total value is greater than 75% of the RTP stipend. In some cases an Award may be made without stipend.

6.2 Payment:

- 6.2.1 The stipend will be paid directly to the University upon receipt of a tax invoice, and is then paid in full, on a weekly, fortnightly or monthly pro rata basis, to the recipient by the University.
- 6.2.2 Any transaction fees incurred in paying the stipend to the recipient must be borne by the University
- 6.2.3 Responsibility for any potential taxation liability lies with the Award recipient. Independent tax advice should be sought by the recipient where required.
- 6.2.4 The stipend will be paid to the University once a year with effect from the Award commencement date or anniversary of that date.

6.3 Return of Funds:

- 6.3.1 Should the recipient relinquish, or AINSE terminate the Award for any reason, the University will be required to refund the remaining stipend and pre-paid travel funds to AINSE as calculated on a monthly pro-rata basis. This may require reimbursement of the remaining funds to the University by the recipient as calculated on a monthly pro-rata basis.
- 6.3.2 Should the recipient place their RTP or equivalent primary scholarship on hold for any period of time, the University will be required to suspend payment of the stipend until the end of the hold period.
- 6.3.3 Should the recipient's RHD thesis be initially submitted prior to the expiry date of the RTP or equivalent primary scholarship, the University will be required to refund the remaining stipend to AINSE as calculated on a monthly pro-rata basis. This may require reimbursement of the remaining stipend to the University by the recipient as calculated on a monthly pro-rata basis.
- 6.3.4 Should the University cease to be a financial member of AINSE, the University will be required to refund the remaining stipend to AINSE as calculated on a monthly pro-rata basis. In such a scenario, the recipient is advised to contact AINSE for guidance.
- 6.3.5 At the conclusion of the RTP or equivalent primary scholarship, AINSE will request a formal financial acquittal statement from the recipient's University to verify the amount spent up to the end date. Any unused funds as of the end date specified in the Award letter will be recovered by AINSE.

7. Travel and Accommodation

7.1 AINSE provides travel and accommodation support between the recipient's University campus of enrolment and the relevant ANSTO facility/facilities (see Section 5.1).

7.2 Travel Categories for the main campuses of AINSE-member universities:

| Member Code | University Name | Travel Category |
|-------------|-------------------------------------|-----------------|
| ADE | The University of Adelaide | 6 |
| AKL | The University of Auckland | 6 |
| ANU | The Australian National University | 4 |
| CAN | University of Canterbury | 6 |
| CBR | University of Canberra | 4 |
| CDU | Charles Darwin University | 6 |
| CQU | CQ University | 6 |
| CSU | Charles Sturt University | 6 |
| CUR | Curtin University | 6 |
| DEA | Deakin University | 2 |
| ECU | Edith Cowan University | 6 |
| FLI | Flinders University | 6 |
| GRI | Griffith University | 6 |
| JAM | James Cook University | 6 |
| LAT | La Trobe University | 2 |
| MAC | Macquarie University | 5 |
| MEL | The University of Melbourne | 2 |
| MON | Monash University | 1 |
| MUR | Murdoch University | 6 |
| NCT | The University of Newcastle | 4 |
| NSW | The University of New South Wales | 5 |
| OTA | University of Otago | 6 |
| QLD | The University of Queensland | 6 |
| QUT | Queensland University of Technology | 6 |
| RMI | RMIT University | 2 |
| SCU | Southern Cross University | 6 |
| SWI | Swinburne University of Technology | 2 |
| SYD | The University of Sydney | 5 |
| TAS | University of Tasmania | 6 |
| UNE | The University of New England | 6 |
| USA | University of South Australia | 6 |
| USC | University of the Sunshine Coast | 6 |
| USQ | University of Southern Queensland | 6 |
| UTS | University of Technology Sydney | 5 |
| UWA | The University of Western Australia | 6 |
| UWS | Western Sydney University | 5 |
| VIC | Victoria University | 2 |
| VUW | Victoria University of Wellington | 6 |
| WAI | The University of Waikato | 6 |
| WOL | University of Wollongong | 5 |

7.3 Travel Category Allowance Summary

| Research primarily based at Lucas Heights campus | Travel Category | | | | | |
|--------------------------------------------------|-----------------|------------|------------|------------|------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Flights | | | | N/A | N/A | |
| Accommodation | | | | | N/A | |
| Ground Travel Allowance | \$250 p.a. | \$250 p.a. | \$250 p.a. | \$500 p.a. | \$500 p.a. | \$250 p.a. |
| Meal Allowance (per night) | \$50 | \$50 | \$50 | \$50 | N/A | \$50 |

| Research primarily based at Clayton campus (Australian Synchrotron) | Travel Category | | | | | |
|---------------------------------------------------------------------|-----------------|------------|------------|------------|------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Flights* | N/A | N/A | N/A | | | |
| Accommodation* | N/A | N/A | | | | |
| Ground Travel Allowance | N/A | \$500 p.a. | \$500 p.a. | \$250 p.a. | \$250 p.a. | \$250 p.a. |
| Meal Allowance (per night) | N/A | N/A | \$40 | \$40 | \$40 | \$40 |

*Flight & accommodation allowance and bookings provided by:

| | | | |
|-------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------|-------------------|
|  | AINSE |  | ANSTO User Office |
|-------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------|-------------------|

7.4 Travel Category Definitions:

7.4.1 A **Category 1 University** is defined to be any one of the following institutions:

- Monash University

7.4.2 A **Category 1 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 1 University (see Section 7.4.1).

7.4.3 Exceptions to the definition of Category 1 Recipient in Section 7.4.2 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 1 University.

7.4.4 A **Category 2 University** is defined to be any one of the following institutions:

- Deakin University
- La Trobe University
- RMIT University
- Swinburne University of Technology
- The University of Melbourne
- Victoria University

7.4.5 A **Category 2 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 2 University (see Section 7.4.4).

- 7.4.6 Exceptions to the definition of Category 2 Recipient in Section 7.4.5 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 2 University.
- 7.4.7 A **Category 3 University** is defined to be any one of the following institutions:
- (Not applicable)
- 7.4.8 A **Category 3 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 3 University (see Section 7.4.7).
- 7.4.9 Exceptions to the definition of Category 3 Recipient in Section 7.4.8 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 3 University.
- 7.4.10 A **Category 4 University** is defined to be any one of the following institutions:
- The Australian National University
 - The University of Newcastle
 - University of Canberra
- 7.4.11 A **Category 4 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 4 University (see Section 7.4.10).
- 7.4.12 Exceptions to the definition of Category 4 Recipient in Section 7.4.11 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 4 University.
- 7.4.13 A **Category 5 University** is defined to be any one of the following institutions:
- Macquarie University
 - The University of New South Wales
 - The University of Sydney
 - The University of Wollongong
 - University of Technology Sydney
 - Western Sydney University
- 7.4.14 A **Category 5 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 5 University (see Section 7.4.13).
- 7.4.15 Exceptions to the definition of Category 5 Recipient in Section 7.4.14 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 5 University.
- 7.4.16 A **Category 6 University** is defined to be any one of the following institutions:
- The University of Adelaide
 - The University of Auckland
 - University of Canterbury
 - Charles Darwin University
 - CQUniversity
 - Charles Sturt University
 - Curtin University
 - Edith Cowan University

- Flinders University
- Griffith University
- James Cook University
- Murdoch University
- University of Otago
- The University of Queensland
- Queensland University of Technology
- Southern Cross University
- University of Tasmania
- The University of New England
- University of South Australia
- University of the Sunshine Coast
- University of Southern Queensland
- The University of Western Australia
- Victoria University of Wellington
- The University of Waikato

7.4.17 A **Category 6 Recipient** is defined to be an Award recipient enrolled in an RHD at any Category 6 University (see Section 7.4.16).

7.4.18 Exceptions to the definition of Category 6 Recipient in Section 7.4.17 may be made, at AINSE's discretion, for Award recipients who are enrolled at a satellite campus of a Category 6 University.

7.4.19 Award recipients who are enrolled at more than one university will be categorised as either a Category 1 Recipient, a Category 2 Recipient, a Category 3 Recipient, a Category 4 Recipient, a Category 5 Recipient, or a Category 6 Recipient at AINSE's discretion, on the basis of the closest University campus of enrolment to the recipient's place of residence.

7.5 Category 1/2/3/6 Access to ANSTO NSW: Category 1/2/3/6 Recipients whose project involves the use of research facilities primarily at ANSTO's Lucas Heights campus in NSW are eligible to claim a **ground travel allowance** capped at A\$250 per annum excluding GST (or monthly pro rata), and a 12 month **travel and accommodation allowance** effective 1st July each year for the tenure of the Award.

7.5.1 The ground travel allowance of Section 7.5 can only be used to cover the following expenses:

- Transportation costs between the Recipient's place of residence or University of enrolment and the airport for the purpose of travelling to or from an ANSTO campus.
- Transportation costs between Sydney Airport and ANSTO's Lucas Heights campus.
- Transportation costs between Melbourne Airport (Tullamarine or Avalon) and ANSTO's Clayton campus.
- Transportation costs to or from and ANSTO campus, within a 20km radius of the ANSTO campus.

Recipients are encouraged to use the most economical means of transportation available to maximise the number of trips covered by their capped ground travel allowance.

7.5.2 The ground travel allowance of Section 7.5 will be paid directly in advance to the University upon receipt of a tax invoice.

7.5.3 The ground travel allowance of Section 7.5 will be paid by the University to the Category 1/2/3/6 Recipient in accordance with the University policy. AINSE will require evidence of underlying ground travel expenses in the form of receipts.

- 7.5.4 Unspent ground travel allowance funds will not accumulate. A top-up to the annual capped value may be requested by the University once per year with effect from the anniversary of the commencement date, in line with Section 7.5.3.
- 7.5.5 The top-up of the ground travel allowance will be paid directly to the University upon receipt of a tax invoice and evidence of underlying ground travel expenses in the form of receipts.
- 7.5.6 Responsibility for any potential taxation liability lies with the Recipient. Independent tax advice should be sought by the recipient where required.
- 7.5.7 Category 1/2/3/6 Recipients must notify AINSE of all visits to ANSTO by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than 21 days prior to their planned arrival at ANSTO.
- 7.5.8 The travel and accommodation allowance of Section 7.5 is capped at a value calculated on the basis of:
- Two (2) economy-class, non-flexible-fare return flights between Sydney Airport and the closest major airport to the campus of the Category 1/2/3/6 University at which the recipient is enrolled, with fares estimated as of 1st July each year; and
 - 28 nights of accommodation at the Lucas Heights Motel.
- 7.5.9 Category 1/2/3/6 Recipients with less than 12 months remaining on their primary scholarship will receive a monthly pro rata travel and accommodation allowance based on Section 7.5.
- 7.5.10 Upon receipt of a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than 21 days prior to the recipient's planned arrival to ANSTO's Lucas Heights campus, for facility use as outlined in the recipient's PGRA application, the travel and accommodation allowance of Section 7.5 will be utilised by AINSE to book flights and local accommodation on behalf of the recipient.
- 7.5.10.1 Adjustments to flight and accommodation bookings will only be made by AINSE in the event of flight cancellations, experiment cancellations, illness as demonstrated by a medical certificate signed by an authorised medical doctor, or other adverse circumstances at AINSE's discretion. Any other adjustments are the sole responsibility of the recipient.
- 7.5.10.2 Category 1/2/3/6 Recipients who are booked overnight accommodation by AINSE for facility use under an access proposal specific to their approved Project are provided with an additional **daily meal allowance** of A\$50.00 per night including GST for the duration of their accommodation booking, as part of their Award.
- 7.5.10.3 Meal expenses are covered for the Category 1/2/3/6 Recipient only (expenses for other meal attendees are not eligible for reimbursement), and for the duration of the Recipient's stay at ANSTO's Lucas Heights campus. Meal expenses incurred at the Recipient's home location or outside the dates of stay are not eligible for reimbursement.
- 7.5.10.4 The meal allowance of Section 7.5.10.1 will be paid directly to the University by AINSE upon verification of accommodation utilised, and is then paid to the Category 1/2/3/6 Recipient in accordance with University policy.

- 7.5.10.5 Responsibility for any potential taxation liability lies with the Category 1/2/3/6 recipient. Independent tax advice should be sought by the recipient where required.
- 7.5.10.6 For Category 1/2/3/6 Recipients who are placed in off-site accommodation during a visit to ANSTO's Lucas Heights campus, it is anticipated that the ground travel allowance of Section 7.5 will be used to cover the cost of two (2) ANSTO Shuttle Bus tickets per weekday for the duration of the recipient's off-site accommodation booking. Please see the [ANSTO Website](#) for full details of the ANSTO Shuttle Bus Service, including timetable of service between Sutherland Station and ANSTO's Lucas Heights campus.
- 7.5.10.7 Recipients bear the full cost of any damages to accommodation, in accordance with the relevant University travel policy.
- 7.5.10.8 Recipients who are travelling to ANSTO's Lucas Heights campus for a period of at least 4 weeks, or who are planning recurring visits to ANSTO's Lucas Heights campus for facility use totalling at least 4 weeks within a PGRA Award period, may elect to access a homestay accommodation option provided via the Australian Homestay Network.
- 7.5.10.9 Recipients electing to access the homestay accommodation option of Section 7.5.10.8 will receive a meal allowance of A\$15.00 per weekday including GST for the duration of their homestay accommodation booking, in place of the meal allowance specified in Section 7.5.10.2. The reduced meal allowance reflects the inclusion of meals within the homestay accommodation booking.
- 7.5.11 Category 1/2/3/6 Recipients who elect to drive to or from an ANSTO campus are entitled to use their travel and accommodation allowance of Section 7.5 towards one (1) night of accommodation per six (6) hours of expected driving time, at AINSE's discretion. This accommodation will be booked by AINSE on behalf of the Recipient. Selection of accommodation by AINSE will be based on the most economical option available along the most direct route between the relevant ANSTO campus and the student's point of origin and/or final destination.
- 7.5.12 AINSE will advise if any requested travel and accommodation costs exceeds the balance remaining in the accommodation allowance of Section 7.5. In this case, the remaining balance of the accommodation allowance can be used to partially fund the requested travel and accommodation. The Recipient will be required to cover the remaining costs.

7.6 Category 4 Access to ANSTO NSW: Category 4 Recipients whose project involves the use of research facilities primarily at ANSTO's Lucas Heights campus in NSW are eligible to claim a **ground travel allowance** capped at A\$500 per annum excluding GST (or monthly pro rata), and a 12 month **accommodation allowance** effective 1st July each year for the tenure of the Award.

- 7.6.1 The ground travel allowance of Section 7.6 can only be used to cover the following expenses:
- Transportation costs between the Recipient's place of residence or University of enrolment and the airport for the purpose of travelling to or from an ANSTO campus.
 - Transportation costs between Sydney Airport and ANSTO's Lucas Heights campus.
 - Transportation costs between Melbourne Airport (Tullamarine or Avalon) and ANSTO's Clayton campus.
 - Transportation costs to or from an ANSTO campus, within a 20km radius of the ANSTO campus.

Recipients are encouraged to use the most economical means of transportation available to maximise the number of trips covered by their capped ground travel allowance.

- 7.6.2 The ground travel allowance of Section 7.6 will be paid directly in advance to the University upon receipt of a tax invoice.
- 7.6.3 The ground travel allowance of Section 7.6 will be paid by the University to the Category 4 Recipient in accordance with the University policy. AINSE will require evidence of underlying ground travel expenses in the form of receipts.
- 7.6.4 Unspent ground travel allowance funds will not accumulate. A top-up to the annual capped value may be requested by the University once per year with effect from the anniversary of the commencement date, in line with Section 7.6.3.
- 7.6.5 The top-up of the ground travel allowance will be paid directly to the University upon receipt of a tax invoice and evidence of underlying ground travel expenses in the form of receipts.
- 7.6.6 Responsibility for any potential taxation liability lies with the Recipient. Independent tax advice should be sought by the Recipient where required.
- 7.6.7 Category 4 Recipients must notify AINSE of all visits to ANSTO by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than 21 days prior to their planned arrival at ANSTO.
- 7.6.8 The accommodation allowance of Section 7.6 is capped at a value calculated on the basis of:
- 28 nights of accommodation at the Lucas Heights Motel
- 7.6.9 Category 4 Recipients with less than 12 months remaining on their primary scholarship will receive a monthly pro rata accommodation allowance based on Section 7.6.5.
- 7.6.10 Upon receipt of a completed [Visit Request Form](#) to enquiries@ainse.edu.au no later than 21 days prior to the planned arrival at ANSTO, for facility use as outlined in the recipient's PGRA application, the accommodation allowance of Section 7.6 will be utilised by AINSE to book local accommodation on behalf of the Category 4 recipient.
- 7.6.10..1 Adjustments to flight and accommodation bookings will only be made by AINSE in the event of flight cancellations, experiment cancellations, illness as demonstrated by a medical certificate signed by an authorised medical doctor, or other adverse circumstances at AINSE's discretion. Any other adjustments are the sole responsibility of the recipient.
- 7.6.10..2 Category 4 Recipients who are booked overnight accommodation by AINSE for facility use under an access proposal specific to their approved Project are provided with a **daily meal allowance** of A\$50.00 including GST per night, for the duration of their accommodation booking, as part of their Award.
- 7.6.10..3 Meal expenses are covered for the Category 4 Recipient only (expenses for other meal attendees are not eligible for reimbursement), and for the duration of the Recipient's stay at ANSTO's Lucas Heights campus. Meal expenses incurred at the Recipient's home location or outside the dates of stay are not eligible for reimbursement.

- 7.6.10.4 The meal allowance of Section 7.6.10.1 will be paid directly to the University by AINSE upon verification of accommodation utilised, and is then paid to the Category 4 Recipient in accordance with University policy.
- 7.6.10.5 Responsibility for any potential taxation liability lies with the Category 4 recipient. Independent tax advice should be sought by the recipient where required.
- 7.6.10.6 Recipients bear the full cost of any damages to accommodation, in accordance with the relevant University travel policy.
- 7.6.10.7 Recipients who are travelling to ANSTO's Lucas Heights campus for a period of at least 4 weeks, or who are planning recurring visits to ANSTO's Lucas Heights campus for facility use totalling at least 4 weeks within a PGRA Award period, may elect to access a homestay accommodation option provided via the Australian Homestay Network.
- 7.6.10.8 Recipients electing to access the homestay accommodation option of Section 7.6.10.8 will receive a meal allowance of A\$15.00 per weekday including GST for the duration of their homestay accommodation booking, in place of the meal allowance specified in Section 7.6.10.2. The reduced meal allowance reflects the inclusion of meals within the homestay accommodation booking.

7.6.11 AINSE will advise if any requested accommodation allowance exceeds the balance remaining in the accommodation allowance of Section 7.6. In this case, the remaining balance can be used to partially fund the requested accommodation. The Recipient will be required to cover the remaining costs.

7.7 Category 5 Access to ANSTO NSW: Category 5 Recipients whose project involves the use of research facilities primarily at ANSTO's Lucas Heights campus in NSW are eligible to claim a **ground travel allowance** capped at A\$500 per annum excluding GST (or monthly pro rata) effective 1st July each year for the tenure of the Award.

- 7.7.1 The ground travel allowance of Section 7.7 can only be used to cover the following expenses:
- Transportation costs between the Recipient's place of residence or University of enrolment and the airport for the purpose of travelling to or from an ANSTO campus.
 - Transportation costs between Sydney Airport and ANSTO's Lucas Heights campus.
 - Transportation costs between Melbourne Airport (Tullamarine or Avalon) and ANSTO's Clayton campus.
 - Transportation costs to or from an ANSTO campus, within a 20km radius of the ANSTO campus.

Recipients are encouraged to use the most economical means of transportation available to maximise the number of trips covered by their capped ground travel allowance.

- 7.7.2 The ground travel allowance of Section 7.7 will be paid directly in advance to the University upon receipt of a tax invoice.
- 7.7.3 The ground travel allowance of Section 7.7 will be paid by the University to the Category 5 Recipient in accordance with the University policy. AINSE will require evidence of underlying ground travel expenses in the form of receipts.
- 7.7.4 Unspent ground travel allowance funds will not accumulate. A top-up to the annual capped value may be requested by the University once per year with effect from the anniversary of the commencement date, in line with Section 7.7.3.

- 7.7.5 The top-up of the ground travel allowance will be paid directly to the University upon receipt of a tax invoice and evidence of underlying ground travel expenses in the form of receipts.
- 7.7.6 Responsibility for any potential taxation liability lies with the Recipient. Independent tax advice should be sought by the Recipient where required.
- 7.7.7 Category 5 Recipients must notify AINSE of all visits to ANSTO by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than seven (7) days prior to their planned arrival at ANSTO.

7.8 Category 1 Access to ANSTO Victoria: Any Category 1 Recipients whose project involves the use of research facilities primarily at ANSTO's Clayton campus in Victoria, and not the use of research facilities at ANSTO's Lucas Heights campus in NSW, do not receive travel and accommodation allowances.

- 7.8.1 Category 1 Recipients must notify AINSE of all visits to ANSTO by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than seven (7) days prior to their planned arrival at ANSTO.

7.9 Category 2 Access to ANSTO Victoria: Any Category 2 Recipients whose project involves the use of research facilities primarily at ANSTO's Clayton campus in Victoria, and not the use of research facilities at ANSTO's Lucas Heights campus in NSW, are eligible to claim a **ground travel allowance** capped at A\$500 per annum excluding GST (or monthly pro rata) effective 1st July each year for the tenure of the Award.

- 7.9.1 The ground travel allowance of Section 7.9 can only be used to cover the following expenses:
- Transportation costs between the Recipient's place of residence or University of enrolment and the airport for the purpose of travelling to or from an ANSTO campus.
 - Transportation costs between Melbourne Airport (Tullamarine or Avalon) and ANSTO's Clayton campus.
 - Transportation costs to or from an ANSTO campus, within a 20km radius of the ANSTO campus.

Recipients are encouraged to use the most economical means of transportation available to maximise the number of trips covered by their capped ground travel allowance.

- 7.9.2 The ground travel allowance of Section 7.9 will be paid directly in advance to the University upon receipt of a tax invoice.
- 7.9.3 The ground travel allowance of Section 7.9 will be paid by the University to the Category 2 Recipient in accordance with the University policy. AINSE will require evidence of underlying ground travel expenses in the form of receipts.
- 7.9.4 Unspent ground travel allowance funds will not accumulate. A top-up to the annual capped value may be requested by the University once per year with effect from the anniversary of the commencement date, in line with Section 7.9.3.
- 7.9.5 The top-up of the ground travel allowance will be paid directly to the University upon receipt of a tax invoice and evidence of underlying ground travel expenses in the form of receipts.
- 7.9.6 Responsibility for establishing taxation liability lies with the Recipient. Independent tax advice should be sought by the Recipient where required.
- 7.9.7 Category 2 Recipients must notify AINSE of all visits to ANSTO by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than seven (7) days prior to their planned arrival at ANSTO.

7.10 **Category 3/4/5/6 Access to ANSTO Victoria:** Any Category 3/4/5/6 Recipients whose project involves the use of research facilities primarily at ANSTO's Clayton campus in Victoria, and not the use of research facilities at ANSTO's Lucas Heights campus in NSW, are eligible to claim a **ground travel allowance** capped at: A\$500 per annum excluding GST (or monthly pro rata) for Category 3 Recipients, or A\$250 per annum excluding GST (or monthly pro rata) for Category 4/5/6 Recipients, effective 1st July each year for the tenure of the Award.

7.10.1 The ground travel allowance of Section 7.10 can only be used to cover the following expenses:

- Transportation costs between the Recipient's place of residence or University of enrolment and the airport for the purpose of travelling to or from an ANSTO campus.
- Transportation costs between Melbourne Airport (Tullamarine or Avalon) and ANSTO's Clayton campus.
- Transportation costs to or from and ANSTO campus, within a 20km radius of the ANSTO campus.

Recipients are encouraged to use the most economical means of transportation available to maximise the number of trips covered by their capped ground travel allowance.

7.10.2 The ground travel allowance of Section 7.10 will be paid directly in advance to the University upon receipt of a tax invoice.

7.10.3 The ground travel allowance of Section 7.10 will be paid by the University to the Category 3/4/5/6 Recipient in accordance with the University policy. AINSE will require evidence of underlying ground travel expenses in the form of receipts.

7.10.4 Unspent ground travel allowance funds will not accumulate. A top-up to the annual capped value may be requested by the University once per year with effect from the anniversary of the commencement date, in line with Section 7.10.3.

7.10.5 The top-up of the ground travel allowance will be paid directly to the University upon receipt of a tax invoice and evidence of underlying ground travel expenses in the form of receipts.

7.10.6 Responsibility for establishing taxation liability lies with the Recipient. Independent tax advice should be sought by the Recipient where required.

7.10.7 Category 3/4/5/6 Recipients undertaking their work ANSTO's Clayton campus under a merit-based proposal are eligible to apply to have their facility-use-related travel costs to be covered by the ANSTO User Office. See the [ANSTO website](#) for further information, including a booking form through the ANSTO User Office.

7.10.7.1 Recipients who are booked overnight accommodation at the Synchrotron Guest House by the ANSTO User Office under an access proposal specific to their approved Project are provided with an additional **daily meal allowance** of A\$40.00 per night including GST for the duration of their accommodation booking, as part of their Award.

7.10.7.2 Meal expenses are covered for the Category 3/4/5/6 Recipient only (expenses for other meal attendees are not eligible for reimbursement), and for the duration of the Recipient's stay at ANSTO's Clayton campus. Meal expenses incurred at the Recipient's home location or outside the dates of stay are not eligible for reimbursement.

7.10.7.3 The meal allowance of Section 7.10.7.1 will be paid directly to the University by AINSE upon verification of accommodation utilised, and is then paid to the Category 3/4/5/6 Recipient in accordance with University policy.

- 7.10.7.4 Responsibility for any potential taxation liability lies with the Recipient. Independent tax advice should be sought by the recipient where required.
- 7.10.7.5 Recipients bear the full cost of any damages to accommodation, in accordance with the relevant University travel policy.
- 7.10.7.6 Recipients must also notify AINSE of all visits to ANSTO's Clayton campus by submitting a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than seven (7) days prior to their planned arrival at ANSTO's Clayton campus.
- 7.10.7.7 Recipients requiring extra time at ANSTO's Clayton campus, for collaborative purposes outside proposal schedules, can apply directly to AINSE for funding support for up to two (2) nights accommodation, including meal allowance, per Award period. Recipients must submit a completed [Visit Request Form](#) to travelbookings@ainse.edu.au no later than 21 days prior to their planned arrival at ANSTO's Clayton campus, in addition to completing the [ANSTO User Office booking form](#), and providing justification for the extended stay, in writing, from an ANSTO co-supervisor (see Section 5.4).

7.11 Any unspent travel and accommodation funds outlined in Sections 7.5–7.10 may be recovered by AINSE.

7.12 The recipient's ANSTO co-supervisor(s) (see Section 5.4) will be responsible for the recipient while they are at an ANSTO campus. Recipients visiting ANSTO must arrange, through their University, their own insurance against injury and / or damage to themselves or third parties (personal and property).

8. Reports

8.1 A report on the progress of the Project over the preceding Award period, on a form provided for that purpose and signed by both the student's primary research supervisor and ANSTO co-supervisor (see Section 5.4), must be submitted annually to AINSE for review by AINSE Specialist Committees.

8.2 The first progress report of Section 8.1 will be required on 31st August 2024, covering progress of the Project throughout the period 1st July 2023 – 30th June 2024. Further reports will be required by 31st August each subsequent year throughout the tenure of the Award.

8.3 Upon reaching the end-date of the Award **or** submission of the recipient's thesis for final review, a Finalisation Form must be provided to AINSE, on a form provided for that purpose, within 10 business days of receipt of the form from AINSE.

8.4 The deadlines in Sections 8.2 and 8.3 can be extended, in exceptional circumstances, at the discretion of AINSE.

8.5 Incomplete or unsatisfactory progress reports will be grounds for termination of the Award.

9. Publications

9.1 Appropriate acknowledgement to AINSE and ANSTO must be included by the recipient when any material embodying the results of work undertaken during tenure of the Award is submitted for publication.

- 9.1.1 Any publications embodying the results of work undertaken during tenure of the Award, including but not limited to: journal publications, conference publications, research theses, and media articles, must include the following statement:

“This research was supported by an AINSE Ltd. Postgraduate Research Award (PGRA).”

- 9.1.2 Any variations to the statement in Section 9.1.1 must be approved in writing by AINSE prior to submission of the material for publication.
- 9.1.3 Any visual media embodying the results of work undertaken during tenure of the Award, including but not limited to: posters, presentation slides, and video productions, must include the official AINSE logo and must adhere to the usage guidelines for the official AINSE logo. Please email the AINSE Secretariat at enquiries@ainse.edu.au to request the AINSE logo files and usage guidelines.
- 9.1.4 Failure to appropriately acknowledge AINSE and ANSTO in material embodying the results of work undertaken during tenure of the Award, as outlined in Sections 9.1.1, 9.1.2 and 9.1.3, will be grounds for termination of the Award and may impact negatively on applications for other AINSE funding opportunities.

9.2 Any material arising from work undertaken at ANSTO facilities, or the analysis of data previously collected from ANSTO facilities, must be approved by both the recipient’s primary research supervisor and ANSTO co-supervisor(s) (see Section 5.3) prior to submission of the material for publication.

9.3 AINSE must be notified of any publication embodying the results of work undertaken during tenure of the Award, on a form provided for that purpose, distributed by AINSE upon request (at least annually) and at the end of the Award.

9.4 A copy of the recipient’s final thesis must be supplied to AINSE Ltd no more than 30 days after the RHD has been awarded.

10. Outreach Activity

10.1 It is expected that the recipient will contribute one (1) major item of scientific communication relating to their PGRA-supported research per calendar year throughout the tenure of the award. AINSE may promote the recipient’s work through AINSE websites, social media channels, and other platforms. The mode of communication is at the discretion of the student, subject to AINSE approval, and can be selected from one of the following categories

- 10.1.1 An article, of 800–1,200 words, outlining the recipient’s ongoing PGRA-supported research and/or the context of their research project to a non-specialist audience, to be edited by AINSE staff and published on the AINSE Website and/or yearly AINSE Student Project Book;
- 10.1.2 A video, of 2–5 minutes duration, outlining the recipient’s ongoing PGRA-supported research and/or the context of their research project to a non-specialist audience, to be edited by AINSE staff and published on the AINSE Website;
- 10.1.3 A presentation, of duration 10 minutes or longer, outlining the recipient’s ongoing PGRA-supported research, to be presented either at the recipient’s University of enrolment, or at an AINSE Event including, but not limited to, the AINSE Winter School and the AINSE Annual General Meeting;

- 10.1.4 A recorded interview, of duration 10 minutes or longer, outlining the recipient's ongoing PGRA-supported research, to be edited by AINSE staff and published in the public domain;
- 10.1.5 A panel member and/or student guide at an AINSE Event including, but not limited to, the AINSE Winter School, AINSE Women in STEM and Entrepreneurship (WISE) School, and AINSE Postgraduate Orientation Week; and
- 10.1.6 Any other piece of approved scientific communication relating to the recipient's PGRA-supported research, subject to AINSE discretion.

11. Intellectual Property Rights

- 11.1 As a general rule, intellectual property rights in the results of an AINSE Award 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.
- 11.2 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.
- 11.3 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.