

Monash Departmental Scholarship, Monash Research Scholarship and Donor/Named Award Nomination Form

Please read prior to completing and submitting the Nomination Form

Classifying the scholarship

It is important that a scholarship is correctly classified as a Monash Departmental Scholarship (MDS), Monash Research Scholarship (MRS) or a Donor/Named Award.

Monash Departmental Scholarship (MDS): Internally funded by academic unit or faculty. A scholarship should only be classified as a MDS if the scholarship is funded by internal academic unit or faculty funds and not external funds provided by a donor body.

Monash Research Scholarship (MRS): Externally funded by a donor body where the scholarship has been created out of a larger research grant to the academic unit or faculty (eg ARC or NHMRC grant). A scholarship should only be classified as a MRS where the academic unit or faculty have the discretion to create a scholarship out of research funds provided by the donor body. A copy of the contractual agreement with the donor body is not required with the nomination paperwork.

Donor/Named Award: Externally funded by donor body and directly awarded to the student by the donor body (eg Arthritis Australia scholarship, Rotary scholarship). A copy of the offer letter and contractual arrangements **must** be included with the nomination paperwork. Scholarship payments will not commence until the contractual arrangements have been finalised. All contractual agreements for donor scholarships should be forwarded to the Solicitor's Office via MRGS (contact Ms Vesna Nikolovski, Senior Research Scholarships Officer, 9905 1471 or vesna.nikolovski@adm.monash.edu.au). If contractual agreements are not in place, a standard scholarship agreement template can be downloaded from www.mrqs.monash.edu.au/scholarships/staff/template.html.

Setting up a research fund for externally funded scholarships

Externally funded scholarships should be paid out of a Research Fund. It is very important that all Monash's research income is identified so that our level of funding is correctly reported to DEEWR. This in turn will affect Monash's Research Training Scheme (RTS), Institutional Grants Scheme (IGS) and scholarship allocations.

- Please contact MRGS if you require a new research fund to be established, if the scholarship funding **is not** a component of a larger research grant to Monash:
Submit the *New Scholarship Fund Request Form* available from <http://www.mrqs.monash.edu.au/scholarships/staff/> to Ms Vesna Nikolovski, Senior Research Scholarships Officer, 9905 1471 or vesna.nikolovski@adm.monash.edu.au
- Please contact the Research Office to establish a research fund, if the scholarship funding **is** a component of a larger research grant to Monash:
 - For funding by medical granting bodies: Ms Nita Ng, Research Coordinator, 9905 3061 or Nita.Eng@adm.monash.edu.au
 - for funding by non-medical granting bodies: Ms Helen Papaefthimiou, Research Coordinator, 990 59895 or Helen.Papaefthimiou@adm.monash.edu.au

Offer letter and conditions of scholarship

Please note that an offer letter will not be sent from MRGS, however it is recommended that the academic unit/faculty send a formal offer letter for all MDS and MRS scholarships outlining the details and conditions of the scholarship. The offer letter and/or scholarship conditions should include details of what the scholarship will or will not cover (ie provision for paid maternity leave or sick leave, extension of scholarship), duration of scholarship and renewal/extension procedures, the circumstances under which a scholarship will be terminated (ie unsatisfactory progress, conversion to part-time). Please refer to the APA and MGS scholarship conditions available from www.mrqs.monash.edu.au/scholarships/students/conditions.html for reference.

Completing the nomination form

Please note the following:

- the scholarship start date cannot be prior to the candidature start date in Callista and the scholarship end date cannot be after the candidature end date in Callista.
- if the stipend rate or combined stipend rate (for multiple awards) is beyond the APA (Industry) rate, an explanation is required.
- the rate of top-up award/s for APA and MGS awardees cannot exceed 75% of the base APA/MGS rate. This is in line with DEEWR requirements.
- ensure that the Cost Centre and Fund Number are open and correct.
- part-time awards are taxable. A Tax File Number declaration form must be attached for a new part time scholarship.
- a copy of offer letter and contractual agreements must be attached for all Donor/Named awards.
- ensure the name of an appropriate contact person in the academic unit or faculty is identified on the nomination form.
- the stipend rates are NOT indexed to the APA/MGS rate. MRGS will need to be notified of any changes to stipend rates.

THIS PAGE IS FOR INFORMATION ONLY: DO NOT INCLUDE WITH THE NOMINATION PAPERWORK.

Monash Departmental Scholarship, Monash Research Scholarship and Donor/Named Award Nomination Form

The information on this form is collected for the primary purpose of nominating a candidate for scholarship. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it will not be possible for Monash University to determine the suitability of the nominees. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Please ensure this form is received by MRGS at least a week prior to the relevant pay cut off to enable timely payments. Incomplete forms will be returned to the academic unit/faculty.

Please nominate a contact person in the academic unit or faculty for enquiries related to this scholarship:

Name: _____ Phone No: _____

A. Scholarship Type

If internally funded:

This scholarship is funded by the Academic Unit OR

This scholarship is funded by the Faculty

This award is a Monash Departmental or Faculty Scholarship (MDS).

If externally funded:

This scholarship has been created out of a larger research grant to the academic unit OR

This scholarship has been created out of a larger research grant to the faculty OR

This award is a Monash Research Scholarship (MRS).

This scholarship has been awarded directly to the student by the donor body

*This award is a Donor or Named award. A copy of the offer letter and contractual agreements **must** be provided.*

If MRS, is this scholarship funded through a CRC grant? Yes No

B. Scholarship Details

Name of Award (if applicable): _____

Callista Scholarship Code (if known): _____

This is a **New Award** OR **Continuing** (Please place X in appropriate box)

| Student ID | Date of Birth | Academic Unit |
|------------|---------------|---------------|
| | | |

Family Name: _____
Given Name: _____
Degree: _____

Please ensure that the end date of scholarship does not exceed the candidature end date

Candidature start date: _____ Candidature end date: _____
Start date of scholarship: _____ End date of scholarship: _____

The scholarship should be extended for any periods of approved intermission/suspension: Yes No

At the rate / amount of \$ _____ per annum OR
\$ _____ for the duration of the scholarship

Information on current APA/MGS stipend rates are available from www.mrgs.monash.edu.au/scholarships/students/index.html
Please note that the stipend rates are NOT indexed to the APA/MGS rate. MRGS will need to be notified of any changes to stipend rates.

Where the annual stipend is beyond \$27,222 (2010 APA Industry rate) or in combination with any concurrent awards is beyond \$27,222 please give reasons for the stipend authorised. *Note: APA/MGS awardees are permitted to receive a concurrent award (or awards) provided that the concurrent award (or awards) provide a benefit less than 75% of the APA/MGS rate:*

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Please ensure that the cost centre and fund have been opened

| Account | | | | | |
|---------|---|---|---|---|---|
| 7 | 3 | 5 | 0 | 8 | 5 |
| 7 | 3 | 5 | 0 | 8 | 5 |
| 7 | 3 | 5 | 0 | 8 | 5 |

| Cost Centre | | | | | |
|-------------|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

| Fund Number | | | | | |
|-------------|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

| % |
|---|
| |
| |
| |

C. Determination of Taxability of Scholarship

Whilst every effort is made to comply with the Income Tax Assessment Act 1997 so that the scholarship is not taxable in the hands of the recipient, no further guarantee can be given by the University. It is the responsibility of individual students to seek their own taxation advice. *Note: part-time scholarships are taxable.*

In order to comply with the Income Tax Assessment Act 1997, the award must comply with the following:

As a condition of scholarship: **(Please place X in all boxes)**

- The recipient will not be required to become or continue to be an employee of Monash; and
- The recipient will not be required to enter into, or continue to be a party to a contract with Monash that is wholly or principally for the labour of the student; and
- The student and supervisor are responsible for the overall research plan and consequently the candidate's research program will not be unreasonably influenced or redirected by political, commercial or industrial factors.

***Note 1:** A contract of service generally requires that intellectual property created during employment shall be relinquished by the employee and transferred to the employer. In so far as contracts drawn up in relation to the scholarship may also contain intellectual property provisions, Monash has decided that it is in the student's best interest that he or she should not sign that agreement. The student's contract should be with the university not the donor. Thus, if necessary, the student may be required to sign a deed with the University, thus transferring the student's intellectual property rights (excluding copyright in the thesis) to Monash.*

***Note 2:** The donor may propose the general area of research. However, under the university's candidature regulations, the student and supervisor are responsible for the planning, research methodology and conduct of the research program.*

D. Authorisation by Head of Academic Unit or nominee/Faculty Associate Dean or nominee

Name (Please print): _____

Academic unit/faculty: _____

Signature: _____

Date: _____

This completed form should be submitted to:

MRGS Scholarships Unit
 Monash Research Graduate School, Research Services
 Building 3D, Clayton Campus, Wellington Rd
 Monash University, VIC 3800, Australia
 Telephone + 61 3 9905 3055 Facsimile + 61 3 9905 5042
 Email: scholunit@adm.monash.edu.au Website: www.mrqs.monash.edu.au

Note: Scanned and faxed copies are accepted (please do not send original if form has been sent by fax or email).

The information on this form is collected for the primary purpose of providing payment of the scholarship via your bank account. Other purposes of collection include attending to administrative matters. If you choose not to complete all the questions on this form, it will not be possible for Monash University to pay the scholarship. Personal information such as your payment amount will be disclosed to your nominated banking institution. Personal information may also be disclosed to the Australian Taxation Office. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Instructions for completing the Scholarships Banking Details form

- Scholarship holders can elect to deposit their stipend into a maximum of three separate accounts. Please note payments are unable to be deposited into a credit card account. If second and third accounts are selected, the nominated amounts will be deposited into these accounts prior to the balance of stipend being deposited into the main account.
- The Banking Details form must be completed, signed & returned to Monash Research Graduate School.
- Payment cannot be made until this form has been completed and processed by Monash Research Graduate School.
- Incomplete forms will not be processed and will be returned.
- All payments of part-time scholarships are subject to PAYE taxation deductions at the maximum rate unless a Tax File Number Declaration Form is fully completed and returned to Monash Research Graduate School.

| Section 1 – Scholarship holder’s details | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------|---------|---------------------------|--|----------------------------|------------|--|--|--|--|--|
| Student ID number or Monash Personnel number | | | | | | | | | | |
| Name of scholarship | | | | | | | | | | |
| Title | Surname | | | | Given name | | | | | |
| Residential address | | | | Date of birth (dd/mm/yyyy) | | | | | | |
| | | | | Home phone number | | | | | | |
| | | | | Business phone number | | | | | | |
| | | | | Mobile number | | | | | | |
| Post code | | | | | | | | | | |
| Section 2 – Banking details | | | | | | | | | | |
| Main Account | | | | | | | | | | |
| Name of financial institution | | | | | | | | | | |
| Branch address | | | | | | | | | | |
| Account holder’s name | | | | | | | | | | |
| Account number | | BSB number (max 6 digits) | | | | | | | | |
| Amount of deposit (whole amount or balance of salary if second or third account is nominated) | | | | | | | | | | |
| Second Account | | | | | | | | | | |
| Name of financial institution | | | | | | | | | | |
| Branch address | | | | | | | | | | |
| Account holder’s name | | | | | | | | | | |
| Account number | | BSB number (max 6 digits) | | | | | | | | |
| Amount of deposit (compulsory) | | | | | | | | | | |
| Third Account | | | | | | | | | | |
| Name of financial institution | | | | | | | | | | |
| Branch address | | | | | | | | | | |
| Account holder’s name | | | | | | | | | | |
| Account number | | BSB number (max 6 digits) | | | | | | | | |
| Amount of deposit (compulsory) | | | | | | | | | | |

Section 3 – Authorisation of student

I hereby authorise Monash University to credit my scholarship/reimbursements/payments to the financial institution accounts as identified above

Signature: Date:

Faxed/scanned copy of this form is acceptable

This completed form should be submitted to:

Monash Research Graduate School, Research Services
 Building 3D, Clayton Campus, Wellington Rd
 Monash University, VIC 3800, Australia
 Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
 Email: scholunit@adm.monash.edu.au Website: www.mrqs.monash.edu.au