

FACULTY OF ARTS & SOCIAL SCIENCES **GRADUATE RESEARCH SUPPORT SCHEME**

The Graduate Research Support Scheme (GRSS) provides funding support for students to conduct fieldwork directly related to their Masters or PhD thesis.

All full-time graduate research students are eligible to apply. Application is competitive. Priority will be given to PhD students.

1. For **overseas** fieldwork, the GRSS funding limit per candidature for PhD students and Masters students will be UP TO S\$6,000 and S\$3,000 respectively.
2. For **local** fieldwork, the GRSS funding limit per candidature for PhD students and Masters students will be UP TO S\$3,000 and S\$1,500 respectively.
3. For fieldwork to be done both overseas and locally, the GRSS funding limit will be based on the respective limits given for overseas fieldwork.
4. **The approved amount will be allocated based on the budgets available.**

PhD candidates must have passed their PhD Qualifying Examination (QE) before they can be eligible for the GRSS grant. PhD candidates who have not passed their PhD QE may submit a GRSS application and plan their fieldwork ahead. However, the fieldwork should begin only after the QE requirement has been met.

Please note that trips to visit supervisors on leave overseas are not considered fieldtrips and will not be supported.

Note: If you are applying to this fund for research attachment/student graduate exchange please use the Graduate SEP application form. Please note that if you want to make use of both schemes, the combined upper funding limit will remain the same.

1 BASIC INFORMATION - Please submit a **one-page CV** together with this application form.

Name (Mr/Ms/Mrs):

Department:

Registration number:

Registration date:

Degree (PhD/MA/MSocSci):

Are you a scholarship award holder? Yes/No

If yes, state Scholarship Name and Award per month (S\$):

Have you taken your PhD Q.E.? Yes/No

Date of passing PhD Q.E.:

Date of PhD QE (if not already taken):

Telephone/fax number:

E-mail address:

Have you received funding under the GRSS in a previous financial year? Yes/No

(If yes, please indicate how much has been claimed and attach necessary the documentations, for example, e-mails from department.)

Have you also applied to the Asia Research Institute for funding support? Yes/No

(If yes and the funding support has been approved, please indicate the date of approval and the approved amount.)

2 TITLE OF THESIS

3 ABSTRACT OF THESIS

In about 200 words, describe your thesis research.

4 LIST MAIN OBJECTIVES AND DELIVERABLES OF FIELDWORK

Describe the objectives clearly and succinctly, and highlight the deliverables upon completion of fieldwork.

5 PROPOSED WORKPLAN FOR FIELDWORK

Proposed start date:

Proposed completion date:

Important Notes:

- Under normal circumstances, only **one application would be considered**. Should more than one trip be required, **strong and clear** justifications must be provided.
- For projects that involve human subjects, applicants must submit **a copy of the IRB approval letter and certificate** together with their applications. **Students should attach their endorsed IRB application/IRB acknowledgement email if they have yet to receive their approval letter and certificate at the time of submission of the GRSS application.** The IRB approval certificate and letter can be submitted later upon receipt. Please note that the approval of GRSS application is dependent on the IRB approval.
- If **surveys** are to be carried out, please indicate the survey size, who will be surveyed and where the surveys will be carried out.
- If **interviews/visits** are to be carried out, please indicate the planned number of interviews, who will be interviewed and whether the interviewees have been **contacted and agreed to be interviewed**.
- If **visits to sites** are planned, please provide the names of the sites and whether **permission to visit have been sought**.
- If visits to overseas libraries are planned, please provide evidence that these materials are not available through inter-library loans or other means

<u>Dates</u>	<u>Description of Activities</u> <i>Detailed description of activities have to be corresponded to the dates given on the left column. Description of activities would have to include the details required in the "Important Notes" given in the previous page, where appropriate.</i>

6 SUMMARY OF FINANCIAL SUPPORT REQUESTED

- GST should be included, where appropriate
- Applicants should note that the GRSS grant, once approved, will not be increased. Expenditures for cost items not approved in the original application may be disallowed. Applicants are advised to plan their research budget carefully.
- **A separate 1-2 page write-up providing detailed justifications for the resources required must be submitted.**
- **If the amount requested way exceeds the funding limit, applicant should indicate the portion of the fieldtrip he/she would like the Committee to fund in his/her 1-2 page write-up.**
- **If the fieldwork spreads over 2 Financial Years (FY) and the applicant intends to split the funding into 2 FYs, please duplicate this section and indicate clearly the breakdown of the budget for each FY.**

6.1 (i) OVERSEAS TRAVEL (Only for overseas fieldwork applicants)

[A breakdown of the travel budget into airfare and per diem is required.]

A. Airfares		
You may refer to the economy class airfare rates (Booking Class Y) listed in Annex A of the "Details of Scheme" document. Alternatively, please provide airfare quotes based on the most economical and direct route travel.		
Domestic flights should be included in this section.		
For fieldtrips to Malaysia, a standard return coach fare of S\$76 will apply.		
Destination Country		Cost (S\$)
B. Per Diem		
To be based on 35% (for the first 30 days) and 10% (for the 31st day onwards) of subsistence allowance rate in Annex B of the "Details of Scheme" document.		
Students on research scholarship can only apply for support for expenses that exceed the support for living expenses available from their stipend.		
Country	No. of days	Cost (S\$)
Total (i)		

(ii) TRAINING/OTHER MISCELLANEOUS COSTS

Note:

1) Items that can be included in this section:

- a) Cost of inter-city local travel by public transport in fieldwork locations.
- b) Reimbursement for research participants/interviewees. The reimbursement for each research participant/ interviewee is capped at S\$10.00.

2) Photocopying cost should be claimed from the Student Project Fund and should not be budgeted here.

Item Description	Purpose	Cost (S\$)
Total (ii)		
Grand Total (i + ii)		

Important Note:

Applicants should consider carefully the amount of funding that is required before applying. Available funding for second applications will be based on what has been approved in the first application and not what was claimed from the first application, subject to the availability of funds at the point of application.

All funds approved under the Scheme should be utilised by 31 March 2018. Claims are to be submitted to your department before 1 March 2018.

7 OTHER SOURCES OF FUNDING (GST to be included for Purchases of Equipment, Materials, Consumables and Services)		
Please attach letters of financial commitment/support from funding parties, where possible.		
Name and address of other funding parties:		
Contact name and designation:		
Contact number:		
Type of organisation: (e.g., industry, commerce, research institutes, government, etc)		
Details of contribution:		
(A)	Cash contribution:	S\$
(B)	In-Kind Contribution:	Value (S\$)
	Equipment/materials:	
	Facilities:	
	Others:	
Total value of A+B (S\$):		

8 DECLARATION BY APPLICANT

I declare that the facts stated in this application and the accompanying information are true and that this is an original proposal.

Signature	Date

9 EVALUATION BY SUPERVISOR AND HEAD OF DEPARTMENT/GRADUATE COORDINATOR

9.1 (To be completed by Supervisor)

Supervisor must

- (i) comment on the importance of the proposed fieldwork for the thesis research of the applicant;
- (ii) comment on the length of the proposed fieldwork for overseas fieldwork applicants;
- (iii) confirm that data/materials to be collected during the fieldwork are necessary and not available in Singapore. **(for overseas fieldwork applicants)**

(*please delete accordingly)

1) The potential risks of the fieldwork have been discussed/have not been discussed* with my supervisee.
[Note to Supervisors: Please find the Field Research Safety Manual [here](#), for your reference.]

2) Application is recommended/not recommended*

Name of Supervisor: _____ Department: _____

Signature of Supervisor: _____ Date: _____

9.2 (To be completed by Head of Department or Graduate Coordinator)

(*please delete accordingly)

Application is supported/not supported* **because:**

Reservations:

Signature of Head of Department/
Graduate Coordinator*:

Date

Note:

Please submit supported application to the Graduate Studies Division (Attn: Ms Lydia Tay).