

STUDENT PROJECT FUND GUIDELINES

- 1) The purpose of the Graduate Student Project Fund is to support **full- time graduate** students in regard to special expenses that occur in the course of thesis or course related research. It is not the purpose of the Project Fund to support students in regard to general expenses that occur in the course of their research and education. Also, the Project Fund does not support the acquisition of materials or equipment that that can be borrowed elsewhere (e.g. books from the library or audio and video equipment from the Faculty).
- 2) All purchases need to be coordinated with the thesis supervisor or lecturer in charge of the course in advance.
- 3) There should only be **one** claim per project after completion of the project.
- 4) The following examples illustrate what can and what cannot be claimed through the Project Fund:

Examples of Items Claimable

- a) Airfare/accommodation/travel insurance (details regarding the places and/or countries to be visited, the purpose and duration must be provided)
- b) Public transportation (receipts to coincide with the period for the project)
- c) Cost of data gathering/questionnaires/surveys (appreciation tokens are limited to S\$5 per subject - payment acknowledgement from research participants are to be submitted)
- d) Cost of postage and photocopying of research materials (applies to instances where large amounts of data need to be copied, list of materials photocopied has to be submitted)
- e) Books that are not available in the library and that the library does not want to acquire (proof necessary)
- f) Costs of participation in events where participation is necessary for the research project

Examples of Items NOT claimable

- a) General consumables such as stationery
 - b) Text books or books that are available through the library
 - c) Photocopying/binding of dissertations/theses or project reports
 - d) Audio and video equipment
- 5) The claim limits are as follows:
 - a) Graduate Diploma full-time students – You can claim 100% of the actual expenditure, subject to a maximum of \$100 throughout your candidature period.
 - b) Master's full-time students – You can claim 100% of the actual expenditure, subject to a maximum of \$400 per student throughout your candidature period.
 - c) Ph.D. full-time students – You can claim 100% of the actual expenditure, subject to a maximum of \$500 per student throughout your candidature period.
 - 6) Claims are to be submitted to the student's home Department/Programme using the [Request for Payment Form](#).