Graduate Research Industry

**GRIEA**

Engagement Allowance

Claim Form

GRADUATE RESEARCH SCHOOL

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| **Candidate details** | | | |
| La Trobe student ID: Click or tap here to enter text. | | Title: Click or tap here to enter text. | |
| Given name(s): Click or tap here to enter text. | | Family name: Click or tap here to enter text. | |
| Degree:  PhD  Professional Doctorate | | School: Click or tap here to enter text. | |
| Degree commencement date: Click or tap here to enter text. | | Study rate:  Full-time  Part-time | |
| **Research and Development (R&D)** | | | |
| Name of the end-user organisation: Click or tap here to enter text. | | | |
| Contact details of the end-user organisation: Click or tap here to enter text. | | | |
| Date of written agreement with the end-user organisation: Click or tap here to enter text. | | | |
| Summary of R&D activities completed: Click or tap here to enter text. | | | |
| Date of commencement of R&D activity: Click or tap here to enter text. | Date of completion of R&D engagement activity. NOTE: you can only submit this form for consideration after completing the R&D engagement: Click or tap here to enter text. | | Total number of business days of activity within this period (FTE): Click or tap here to enter text. |
| **Checklist** | | | |
| Only submit this claim form after the completion of the engagement activities. | | | |
| Update your Australian banking details in [StudentOnline](https://latrobe-web.t1cloud.com/T1SMDefault/WebApps/eStudent/LoginADFS.aspx). Should your claim be approved by the Chair of the Board of Graduate Research, the allowance will be deposited into the account saved in [StudentOnline](https://latrobe-web.t1cloud.com/T1SMDefault/WebApps/eStudent/LoginADFS.aspx). | | | |
| Ensure all sections of this form are correctly completed and ask your Supervisor to submit it to [dean.GRS@latrobe.edu.au](mailto:dean.GRS@latrobe.edu.au). | | | |
| Attach a copy of any written agreements between the candidate, and representatives from the university and end-user, showing the date they were confirmed. | | | |
| **Signature – to be completed by Principal Supervisor** | | | |
| By typing my name, I confirm that the above details are accurate | Name: Click or tap here to enter text. | | Date: Click or tap here to enter text. |

Doctoral candidates who engage with a research end-user during their degree to undertake research and development (R&D) related to their doctoral research project may be eligible to receive a Graduate Research Industry Engagement Allowance on completion of this activity. The value of the allowance is AUD$1,000 for claims submitted and approved in 2024. The allowance may only be claimed once and this claim form must be submitted no later than the date you submit the final version of your thesis.

A research end-user may be an industry partner, government organisation, healthcare provider, community group or other organisation that is not formally affiliated with a university and will use or benefit from the outcome of the engagement activity.

To be eligible for this allowance the research engagement activities must satisfy the conditions for a Research Training Program (RTP) industry internship program, including:

* Agreement between the graduate researcher and representatives from the university and end-user organisation on the R&D activities to be undertaken must have been made in writing within 18 months of course commencement for a full-time candidate, or within 36 months for a part-time candidate. A copy of relevant agreements must be provided as part of this claim.
* The R&D engagement with the end-user must be for a minimum of 3 calendar months in duration, and at least 60 full-time equivalent (FTE) days. These days do not have to be in a single block of time.
* A brief summary (approximately 100 words) of the R&D activities must be completed, the commencement and completion dates of the engagement activities, and the total number of FTE days must be advised and endorsed by the Supervisor in this Claim Form.

To apply for the allowance, this form and a copy of the written agreements should be submitted by your Supervisor to [dean.GRS@latrobe.edu.au](mailto:dean.GRS@latrobe.edu.au) at any time after completion of the engagement activities and no later than the date you submit the final version of your thesis.

Claims for the Graduate Research Industry Engagement Allowance are subject to meeting the eligibility requirements outlined on the [FAQs for Research Training Program industry internship](https://www.education.gov.au/research-block-grants/research-training-program/faqs-research-training-program-industry-internship-weighting) webpage, as summarised below, and subject to the approval of the Chair of the Board of Graduate Research.

**Summary of eligibility requirements: Research Training Program industry internships**

A research internship is a position with a research end-user where a doctoral research candidate has undertaken research and development (R&D) activities related to their area of research in their higher degree by research. The RTP internship program applies to doctoral candidates only.

The RTP internship guidelines are broad and may apply to many of the ways La Trobe candidates engage with industry, government, hospitals and other health organisations, community groups and other partners. This may include, for example, Industry PhDs, internships, collaborative projects, Professional Doctorate projects, and employment related to the research project. The R&D activities do not need to have been formally funded by the end-user organization.

As detailed below, the arrangements for the industry engagement activities must:

* be agreed in writing early in candidature;
* be undertaken over a minimum duration and minimum number of days;
* report details of the activities and dates during which they were undertaken.

**Research end-user organisation**

A Research end-user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research. Examples include businesses, governments, non-governmental organisations, health services, communities and community organisations, either within or external to Australia. Other higher education providers, or organisations that are affiliates, controlled entities, or subsidiaries of a higher education provider, such as Medical Research Institutes, are excluded.

Organisations that are **NOT** eligible partners for this reason include:

* The Olivia Newton John Cancer Research Institute, through the School of Cancer Medicine
* Part of the Baker Heart and Diabetes Institute, through the Department of Cardiovascular Research, Translation and Implementation
* Part of the Agribio Centre for AgriBioscience, through the Department of Applied Systems Biology
* The Arthur Rylah Institute for Environmental Research
* Organisations in which the R&D activity is being conducted with a staff member of that organization who is also jointly employed by La Trobe.

Other Higher Education Providers will have similar affiliation arrangements with external organisations such that these organisations do not meet the Research End-user definition.

**Written agreement with the end-user**

The candidate and representatives from the university and end-user organisation must agree, in written form, to the R&D activities to be undertaken by the candidate with the end-user. The agreement must be made within 18 calendar months of a full-time doctorate candidate’s commencement, or within 36 months for a part-time candidate.

The written agreement may be in one of several forms, such as a project agreement, Industry PhD agreement and student deed, internship agreement, email or other written communication between the end-user contact, candidate and supervisor. The written agreement cannot be confirmed retrospectively outside of the candidate period noted above.

**Location and mode of an internship**

A candidate may engage in R&D activities with an end-user on-site, on campus, or online. The activity can be carried out at either a full-time or part-time rate, can be either paid or unpaid, and can form part of an enrolment or be undertaken during a period of candidature suspension. Current or former employment with an end-user is eligible if it meets other eligibility requirements.

**Length of the internship**

The internship must be for a minimum of 3 calendar months in duration, and at least 60 full-time equivalent (FTE) days of engagement. These days do not have to be in one block but may be spread over a period of candidature. A FTE day can be calculated using the standard working day for the end-user host’s industry. In the absence of an industry standard, a maximum full-time week of 38 hours and 7.6 hours/day can be used. The internship can be undertaken at any point during the degree as long as other eligibility requirements are met.

**Research Training Program Industry Internship FAQs**

The information above is extracted from the RTP frequently asked questions, which are available on the Education website.

<https://www.education.gov.au/research-block-grants/research-training-program/faqs-research-training-program-industry-internship-weighting>