

# Trust Waikato Student Community Grants



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## ▼ REGULATIONS FOR THE TRUST WAIKATO STUDENT COMMUNITY GRANTS

### BACKGROUND

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In September 2001 Trust Waikato made available a considerable contribution to be used as research grants by students of the University of Waikato. This fund has been provided to support student research that is aimed at improving the lives of the people in the Trust Waikato region through the development of community organisations. Research projects that will be supported are those that focus on ways in which not for profit / voluntary / community / whanau / third sector organisations may enhance life for the people of the Trust Waikato region. The Trust Waikato region is closely aligned to the following territorial local authorities: Hamilton City, Waipa District, Hauraki District, Waikato District, Matamata Piako District, Otorohanga District, Waitomo District, Thames Coromandel District, Ruapehu District and South Waikato District. This area is largely the lands of the Tainui waka.

### REGULATIONS

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#### Criteria

1. The research grants are open to all full- and part-time students who are enrolled in a course with a research component at year 4 level or above at the University of Waikato in the year of tenure. Applications from Maori and Pacific Island students in the region are particularly encouraged
2. Academic ability will be a consideration in the selection process as will the feasibility, relevance and worthiness of the research project.
3. The research must involve a specific community or not for profit group or groups in the Trust Waikato region. It may be concerned with the work or management of the third, community or voluntary sector. Projects which will enhance understandings of the organisation, the management skills and practices of the sector and its role in the community are preferred.
4. Every application must be accompanied by evidence of support for the project from the community group(s) or network(s), or evidence of consultation with the group(s), or evidence that the research has been requested by the group(s).
5. To be eligible for consideration, the research proposal must include a commitment to provide community groups with a summary of the research through feedback in a form that the group, in consultation with the researchers and their supervisor(s) deems most appropriate. For example, the publication of a research summary on a purpose built web-page is one requirement of the fund. A presentation at a Community Function hosted by the University of Waikato and Trust Waikato will also be required.
6. Candidates for the research grants must be New Zealand citizens or permanent residents.

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## Timeframe, Tenure and Value

1. Three rounds of these awards will be offered annually. Proposals for first round must be submitted by the **second Friday in March annually (11 March 2011)**. Proposals for second round must be submitted by the **second Friday in June annually (10 June 2011)**. Proposal for the third round must be submitted by the **second Friday in November annually (11 November 2011)**. The applicant will be notified of the Selection Panel's decision at the earliest possible date.
2. The research grants may be used to pay course enrolment fees and reasonable research related costs. Research grants will not be transferable should students change their programme of study by taking up a course which does not meet the requirements of the grant.
3. These awards will usually have a tenure of one year. Applicants should submit a budget for expenses which will be incurred during the tenure of the award. Successful applicants are encouraged to re-apply for additional funding to cover further years of research. Applications for awards with a tenure of more than one year will only be considered under exceptional circumstances.
4. Large grants may be paid to the recipient in instalments throughout the year of tenure.
5. Funds will not usually be granted to purchase items of a capital nature, e.g. computers, but can be used for the purchase or hire of equipment and the purchase of computer software which it is not reasonable for the Department to provide as part of its support of the research.
6. The research grant may be used to support attendance at and/or presentation of research findings to a national conference, if that conference is directly related to the organisation's activities, and/or allows the dissemination of the research findings to a wide and relevant community audience.
7. Only under exceptional circumstances, which must be specifically approved, may the research grant be used to recover expenditure incurred prior to making application for a grant.
8. The final 10% payment of the grant will usually be held to be given to the student at the presentation function.
9. Scholarship recipients will be required to provide an electronic one page summary of their research outcomes for publication on the Trust Waikato and University websites. In due course a link to each recipient's full report/thesis will also be displayed on the websites.

## Selection of recipients

1. The research grants will be awarded by the Scholarships Committee on behalf of the Academic Board of the University of Waikato on the recommendation of a Selection Panel which will usually consist of a representative from each School/Faculty and from the Centre of Continuing Education.
2. Applicants for the research grants may be required to attend an interview.

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3. The Selection Panel may refrain from making a recommendation if it finds no candidates of sufficient merit.
4. The Selection Panel may recommend that the research grants be re-advertised if there are insufficient applications of merit.
5. The Scholarships Committee may terminate a Research Grant at any time if it is satisfied that the holder is not following the approved programme of study or is not otherwise complying with the conditions governing the Grant. The holder of a Research Grant will have the right to appeal to the Academic Board against any decision to terminate the award.
6. The research grants may be recognised at a function organised to promote Scholarships more widely throughout the University.
7. The Research Grant may be held with any other bursary, scholarship or award unless the terms of the other award preclude this.
8. The University may from time to time vary these regulations

## **Application Process**

1. All students wishing to be considered for research grants must submit:
  - a. A letter of application
  - b. A brief CV which includes the applicant's qualification and preparedness to undertake the research and explains the applicants' position in the context in which the research will be conducted.
  - c. An indication of whether the applicant has applied for any other research grants for this project.
  - d. The completed coversheet with research and budget templates.
  - e. Letters of support.

### ***Applications must be submitted to:***

Scholarships Office  
The University of Waikato  
Private Bag 3105  
Hamilton 3240

***By the relevant closing dates.***

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## APPLICATION FORM

This application must be submitted to:     The Scholarships Office  
The Gateway  
The University of Waikato  
Private Bag 3105  
HAMILTON.

Applications close at 5.00 pm on the due date (refer to the regulations of the Scholarship).

Enquiries can be directed to:                 (07) 838 4964 or  
  (07) 858 5195 or  
  [scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz)

Please ensure that all questions are answered and that all the required attachments accompany this application form. You may jeopardise your chances of success if you do not complete your application properly.

## YOUR PERSONAL DETAILS

### NAME

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Surname: \_\_\_\_\_ Given name/s \_\_\_\_\_

University of Waikato ID number: \_\_\_\_\_

### POSTAL ADDRESS

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*For correspondence regarding this application*

Street number and name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Town/City: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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## APPLICATION DETAILS

### STUDY INTENTIONS

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Please indicate the qualification for which you intend to enrol / are enrolled

Qualification:

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School:

Department:

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Details of chief supervisor

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Name:

Department:

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Email:

Phone Extension:

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Name of community group with which you are working:

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Name of chief contact within this group:

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Email:

Phone:

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### PREVIOUS STUDY

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If you have transferred from another tertiary institution, please indicate this and give details of study undertaken:

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### DETAILS OF APPLICATION

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Total Amount Requested:

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Has a Waikato Trust Student Community Grant been awarded for this project in the past:

Yes  No

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Please indicate any other funding received or applied for:

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## **DECLARATION OF SUPERVISORS**

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### **Declaration of first supervisor**

I signing this application I signal that I am in support of the application and believe that the funding requested is reasonable

Name:

Department:

Signature:

Date:

### **Declaration of second supervisor**

I signing this application I signal that I am in support of the application and believe that the funding requested is reasonable

Name:

Department:

Signature:

Date:

## **ATTACHMENTS**

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*Please attach the following to your application form*

- A letter of application
- A brief CV (no longer than four pages)
- A completed sheet (attached) summarising your research proposal
- A completed budget (attached)
- Quotes from reputable dealers to support your budget (wherever possible)
- Letter(s) of support from the community group(s) which you are working with
- A letter of support from a supervisor (note: your supervisors must also counter-sign your completed application)

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## CONDITIONS

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I understand that:

1. I understand that should this application be successful, I will be required to submit an electronic one page summary of my research outcomes for publication on the Trust Waikato and University websites and that in due course a link to my full report/thesis will also be displayed on the websites. Further, I understand that I will be required to participate in a Community Event to present my findings.
2. If I am offered and accept a Trust Waikato Student Community Grant, I will only be eligible to be formally awarded the Scholarship if enrol at the University of Waikato in the year of tenure and comply with any other specific requirements of the scholarship.
3. The Scholarships Committee may terminate a Scholarship at any time and recoup any funds awarded, if it is satisfied that the holder is not following the required programme or is not otherwise complying with the conditions governing the Scholarship. The holder of a Scholarship shall have the right to appeal to the Academic Board against any decision to terminate the award.

## ▼ PRIVACY DECLARATION

The information requested in the attached application form will be used solely for the purposes of assessing your application for the Scholarship for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee, members of the Scholarships Committee and staff of the Scholarships Office.

The University of Waikato undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award. The University of Waikato undertakes to destroy your application to preserve its confidentiality, in the event that you are unsuccessful in gaining an award. Should you have reason to believe that information held about you in either your application or your academic record is incorrect, you have the right of access to, and correction of, that information.

## ▼ SIGN HERE

Signature:

Date:

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## ▼ RESEARCH PROPOSAL

We understand that you may be in the early stages of your research; however, you are requested to please complete the following sections as fully as possible.

The answers to the questions below can be attached on a separate page if necessary.

### PROJECT DETAILS

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Title of project:

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Start date / expected start date:

Expected completion date:

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### SUMMARY

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*This should be up to 100 words giving a concise outline of the project in non-technical language*

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## **BACKGROUND TO STUDY**

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*Up to 200 words reviewing the background of the topic which the study will address. Note the areas of relevant current literature in the area that you are planning to investigate, as well as literature relevant to the methodology you plan to use.*

## **RATIONALE FOR STUDY**

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*A brief account (200 words) of the reasons why this study needs to be done and how your specific group or the community sector as a whole will benefit from this research. Indicate who the potential users of the outcomes will be, and how the study might be used to improve the organisation(s), group(s) or sector.*

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## **RESEARCH QUESTION/S**

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*A single sentence statement of the purpose of the study and the question(s) you intend to investigate in the project.*

## **PROJECT DESIGN (METHOD)**

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*Describe data collection techniques, research site, respondents or participants, and methods of analysing information. Include as much detail of the actual research plan as is practical (no more than 500 words).*

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## **ETHICAL ISSUES**

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*Include information on the ethical procedures that you will follow as defined by your School/Faculty. This should include something about how participants are to be recruited and also information about the process of obtaining informed consent. Please also state whether ethical approval has been obtained and if not what process will be used to obtain it (100 words).*

## **FEEDBACK**

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*Indicate that you understand that you are likely to be required to participate in a community function to present your findings, and that you will need to submit a summary of your research to Trust Waikato. Give details of any other ways the research findings will be communicated back to the community group(s) and/or the third, community or voluntary sector more generally (150 words).*

## **TIMELINE**

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*Provide a time line that indicates when you expect aspects of the work to be undertaken.*

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## ▼ BUDGET GUIDELINES

Use the following guidelines to complete the budget. Be sure to:

- Work out each item in detail
- Give full quotes from reputable dealers
- Explain rationale in footnotes if necessary.

## **EQUIPMENT PURCHASES AND RELATED EXPENSES**

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Before requesting funding for equipment, check to see if it is available within your department or if it can be borrowed from on- or off-campus suppliers. Justify the long-term benefits of funding the rental / purchase of new equipment if these options are available.

Include a description of the equipment to be purchased, the quantity and the unit cost. Supply a written quote from a reputable dealer (internet print-outs are acceptable).

Base costing on prices indicated by specified suppliers. Funding will normally be awarded at the cheapest possible price. If you wish to argue for more expensive purchases (eg. a top-of-the-range tape recorder with extra microphone) please briefly indicate the reasons (eg. you will be recording conversations conducted in very 'noisy' situations).

Computers will only be purchased in exceptional circumstances.

## **TRAVEL AND ACCOMMODATION EXPENSES**

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Supply full details of locations to be visited with brief justification in a footnote.

Use the University's travel and accommodation guidelines below to estimate your costs:

- *Airfares, bus fares:* Use minimum current commercial rates or justify necessity of using more expensive alternatives.
- *Motor vehicle:* Calculate (and give full details of) costing of private car use for short trips on a rate of 60 cents per kilometre or give a quote on rental cars at the best competitive rates.
- Calculate full accommodation allowance at \$70 per day and justify the expense.

Please note that the costs of travel between the student's home and the University will not usually be funded.

## **RESEARCH MATERIALS**

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### **Software for computers**

Identify the software, with brief justification in a footnote. Supply a written quote from a reputable dealer (internet print-outs are acceptable).

### **Stationery Costs**

Provide a reasonable breakdown of costs rather than just entering a single 'ballpark' sum (eg. indicate approximate amounts needed for postage, photocopying). Where appropriate, indicate amounts and rates (eg. photocopying 50 two-page questionnaires @ 5c per page). Indicate reasons if estimating at more than

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minimal rates (eg. that you need to do photocopying in a library or other resource centre which charges 20c per page; that materials need to be sent fast post etc.)

## **Course Fees**

List the individual course (and its calendar name and identification code) for which support is sought and the exact cost. Include receipt/invoice if possible.

## **Transcription**

The Committee may provide funding for transcribing tapes and but not for more sophisticated assistance with data analysis.

Remember to add 6% holiday pay to total earnings, and to clearly specify the demands of tasks associated with the hourly rate you have designated.

As a general rule, the Committee approves of the following hourly rates for administrative/clerical/secretarial support:

General clerical / basic word processing	\$18 per hour
More complex word processing / transcription typing	\$23 per hour

When applying for assistance with transcription typing it is realistic to allow 3 hours to transcribe one hour of tape. This will vary depending on the quality of the tape and the nature of the transcription. For example, conversations with groups of children in a classroom take much more time than conversations between two adults in a quiet room. Do not inappropriately inflate the number of hours required, but take equal care not to jeopardise the project by seriously under-estimating requirements.

## **Conference Attendance**

Attendance at national conferences may be supported if the conference is directly related to the organization involved and/or allows the distribution of the findings to a wider, relevant community audience.

Supply full conference details: date, place, and call for papers information. Include as much information as possible; e.g. brochures, pamphlets, web site information. Supply full budget details, such as registration cost, accommodation and travel.

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## **BUDGET**

Name:

Title of project:

Total amount requested:

## **EQUIPMENT PURCHASES**

*E.g. tape recorder*

## **TRAVEL, ACCOMMODATION AND FIELD EXPENSES**

## **RESEARCH EXPENSES**

*E.g. software, stationery, audio tapes*

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## **COURSE FEES**

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## **OTHER**

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*E.g. transcription, conference / seminar / workshop fees*

## **▼ SIGN HERE**

Signature:

Date:

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