Applying for a Student Engagement Grant (including the Peter McPhee Student Award)

All applicants must nominate a University of Melbourne staff member who will act as the project mentor. The mentor is a voluntary role that is responsible for providing advice and assistance to students for the duration of their engagement activities. Mentors are required to guide award recipients, and has additional responsibilities if the engagement activity involves a formal relationship with an external organisation.

What commitment is required?
The mentor must endorse the application and be available to provide guidance and support during the engagement activity. Mentors may be academic or professional members of staff and are the primary University contacts for students preparing and carrying out their engagement activities. The role of a mentor is to:

- assist students to explore a range of engagement activity options and possibilities, while encouraging them to take responsibility for developing their own activity independently;
- provide advice as required regarding the design and implementation of the project and assist students to find appropriate partner organisation/s where applicable; and
- oversee the progress of the project if it is funded, ensuring it is running to schedule and budget and help students address any significant obstacles which may arise before its completion.

Prospective mentors may be approached directly by students or via the Student Success grants manager.

Preparing the Engagement Activity application

To ensure the proposal is of a high quality, mentors and students should discuss the activity, aims, timelines, budget and how it can be carried out prior to submitting an application.

Things to consider when discussing the activity with the students include:

- Are the outcomes clear and achievable?
- Are they already endorsed by a partner organisation? If not, are there any relevant partner organisations that might be interested in this work? How should they be approached?
- Will students be in regular and direct contact with people under 18 years of age and not directly supervised (e.g. by a teacher)? If so, a working with children check may be needed: http://www.workingwithchildren.vic.gov.au/
- Will students be conducting research involving human or animal participants? If so, Human Research Ethics or Animal Ethics approval may be needed: http://orei.unimelb.edu.au/
- Are there environmental health and safety risks or other risks associated with the activity? If so, a risk assessment should be completed:
- Will students be travelling outside Australia? If so, a Guideline Form for Off Campus Travel and Work Policy should be completed: https://staff.unimelb.edu.au/finance-purchasing-travel/corporate-finance/insurance/processing-student-travel
- Will the project generate Intellectual Property (IP) which may need protection? If so, students should be made aware of the University’s IP-related policies, processes and support services: http://research.unimelb.edu.au/partner/technology-licensing

Partner Organisations

The mentor should assist with facilitating the connection between students and potential partner organisations. The partner organisation should indicate their initial approval and support of the activity in the Student Engagement Grant (including the Peter McPhee Student Award) Application Form. On occasion, partner organisations may request acknowledgment or co-branding on materials that may be created by the student. If the student requires branding guidelines, when positioning alongside the University of Melbourne, please consider advice provided by External Relations:

https://staff.unimelb.edu.au/marketing-communications/marketing-branding-advertising

Accessing awarded funds

If an application is successful, funds will be paid directly to the applicant, most likely in two instalments following the applicant’s completion of a F06 Student Payment Request form: Academic Services Administrator will distribute and manage the funds accordingly. Depending on grant amount, students may be required to submit a payment schedule, and provide a brief progress report to trigger the second instalment. Students will be required to provide original receipts as part of the activity acquittal. Further information, including policy, procedure and forms available for download, can be found at:

https://staff.unimelb.edu.au/finance-purchasing-travel/finance-forms