

MASSEY UNIVERSITY INSTITUTE OF EDUCATION

Masters Thesis Fund (MTF)

GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

WHAT IS THE MTF?

The Massey University Institute of Education Master Thesis Fund (MTF) is set up to provide financial support to master's students thesis research. The purpose of the fund is to help remove the barriers of research related expenses that may inhibit students from completing successful research

WHO CAN APPLY?

Masters students who are enrolled in a masters 90 or 120 credit thesis with the Institute of Education and are making satisfactory progress in their research (as outlined in the 6-monthly progress reports).

HOW MUCH FUNDING IS AVAILABLE?

The fund provides up to \$500 as a one-time payment.

NOTE: Accurate bank account details must be provided with the form. Funding requested must be used within the budget year.

WHAT IS THE PROCESS FOR APPLYING?

Following a discussion with your supervisors, complete the application form. The application form asks for information about your research (research abstract), an explanation of how the fund will be used to support your research, and an outline of expenses and estimated costs. Forms to be submitted between August 1-31.

WHAT DOES THE FUND SUPPORT?

The fund is designed to support the research activities of postgraduate students. These include:

- **Travel:** Domestic, in-country travel to visit research sites. Travel for research participants is also an acceptable cost.
- **Data collection and analysis costs:** This might include transcription, independent interviewer, assessment manuals or scoring forms, reliability coder or other research related expense.
- **Consumables:** Items such as paper, printing, postage or supplies needed to complete the research.
- **License fees for research related software:** Costs associated with annual or monthly access. This excludes purchasing base packages or software offered through the university.
- **Other student related expenses** such as childcare or other personal expenses with the inclusion of clear justification to support the conduct of the research.

SUBMIT SIGNED AND COMPLETED APPLICATIONS TO:

Secretary, Student Research Funding - ioe-postgraduate@massey.ac.nz

WHAT HAPPENS UPON SUBMISSION OF APPLICATIONS?

1. **MTF Application form received** then presented to a two-person panel to seek approval, provisional approval or decline of funding.
2. **Applicant advised outcome** of their application.
3. **Successful applicants** will have funds transferred into the bank account detail provided approximately one month after approval.

Resources available from the Institute of Education:	
Contact Person Sue Richards S.V.Richards@massey.ac.nz	
<ul style="list-style-type: none">• Digital voice recorders• NVivo Licence (approx \$200.00 per annum)• Qualtrics Survey Platform – see: http://www.massey.ac.nz/massey/research/researcher-development/helpful-resources-and-packages.cfm	<ul style="list-style-type: none">• Endnote• Contacts for transcribers• SPSS– please work with your supervisor to request a student license for SPSS from AskUs (ITS)
The Fund does NOT support the following:	
<ul style="list-style-type: none">• Purchase of research equipment/hardware to remain in the possession of the student• Tablets, smartphones or other daily-use devices• Cost of thesis production and binding• Subscriptions to journals, organisations or memberships• Professional training costs• Travel to the University for supervision purposes• Conference attendance	

WHAT IS THE PANEL LOOKING FOR IN SUCCESSFUL APPLICATIONS?

The panel is seeking applications that clearly communicate the project through a research abstract and funding needs of the applicant. The application should be sufficiently detailed to provide background information for the Panel to help us to understand (1) what research is being conducted, and (2) how funding requested will support the completion of the research. The application will also be checked for reasonable estimates of costs.