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 administer the award funds in negotiation with their Department Administrator and students, and the mentor also 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:
- 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 designated Faculty Engagement Contact.

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.justice.vic.gov.au/workingwithchildren
- 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: http://safety.unimelb.edu.au/tools/risk/assessment/
- Will students be travelling outside Australia? If so, a Guideline Form for Off Campus Travel and Work Policy should be completed: http://safety.unimelb.edu.au/docs/Travel_Authorisation_Form.pdf
- 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: https://mro.unimelb.edu.au/content/ip-policy

Formal agreement with 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. For successful applications, a Legal Services Checklist will need to be completed (NB: matters are allocated on a weekly basis) http://legal.unimelb.edu.au. A formal agreement between the University and the partner organisation will then be drafted in consultation with the University Legal Office.

Accessing awarded funds
If an application is successful, funds will be paid into the nominated Themis account. The Department Administrator will then distribute and manage the funds according to departmental procedures. Depending on department policy, items may be paid for by invoice through the nominated account, or students may be reimbursed for budgeted costs upon provision of receipts. Alternatively, the department may prefer to transfer funds to the student directly via a ROS Request for Student Supplier Site form. Further information, including policy, procedure and forms available for download, can be found at: http://businesscentre.unimelb.edu.au/finance/purchasing/stude nt_payments

Engagement
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