1. **THANK YOU**

The Deputy Chair acknowledged and thanked Ms Jane Thomson, the outgoing Postgraduate Students’ Association President, for her contribution to the Board during the past 12 months.

2. **CALL FOR DECLARATIONS OF CONFLICT OF INTEREST – REF: F34**

Members and invitees were invited to declare any potential for conflict or perceived conflicts of interest, if applicable, with regard to items on the agenda.

The following conflicts of interest were declared in relation to Part IV of the Agenda (Student Matters):
• Professor Allan McKinley, in his capacity as Graduate Research Coordinator, declared a conflict of interest with respect to the students referred to in Items 2(b) and 3(c), and declared a perceived conflict of interest with regard to the student in item 3(b). He vacated the chair and left the room during the discussion of items 2(b) and 3(c);

• Associate Professor Paul Abbott, in his capacity as Graduate Research Coordinator, declared a conflict of interest with respect to the student referred to in Item 3(b) and left the room during the discussion of this item.

3. MINUTES – REF: F36

RESOLVED – 83
that the minutes of the meeting of the Board of the Graduate Research School held on Tuesday, 12 October, 2010 be confirmed as a true record.

4. ITEMS/BUSINESS IN PROGRESS FROM PREVIOUS MEETINGS

4.1 Item 9(a) Recording of Approvals of Research Proposals by Circulation – Meeting of 12 October, 2010

Members were reminded that at the meeting of 12 October, 2010, a request was made that the Associate Director, Graduate Research and Scholarships, follow up the budgets quoted for four students Chauhan, Plauzolles, Teo and Swaine as they appeared anomalous. Dr Juniper advised the meeting that the three large budgets were externally funded and appropriate. The $300 budget was also technically correct as equipment and consumables were available to the student without cost.

A request was also made at that meeting for the Graduate Research and Scholarships Office to prepare a budget template for the Research Proposal. The proposed research proposal budget template, prepared by Dr Jo Edmondston and Dr Michael Azariadis, was attached to the agenda. Dr Juniper advised members that the intention of the proposed research proposal budget template was to act as a guide to assist students in the preparation of their research proposal budgets. The items in the template were examples only.

During discussion, the following points were made:

• The purpose of the budget template should be clearly outlined on the document;
• Members acknowledged that the preparation of a budget was essential learning for research students, however, it was felt that commencing research students, with little or no experience in grant preparation, could not reasonably be expected to prepare a detailed budget at the research proposal stage;
• A member commented that different types of research were carried out at UWA, and research was carried out in different situations e.g. the teaching hospitals and the Health Department this it was unlikely that one budget model for would fit all situations;
• Members were concerned about increased supervisor workloads in terms of verifying student budgets under the template proposal;
• A member thought it was not possible for students to predict their costs over a 4 year period and suggested that a) the 2nd and 3rd year costs would be predictions only and b) that the 4th year column be deleted. The suggestion to delete the 4th year column would complement the fact that scholarships were awarded for a 3 year period;
• One member reported that, in his School, a broad budget was usually included in the student's oral presentation of the proposal to the school;
• One goal of budget preparation was to ascertain that the resources were available for the proposal research;
• A member suggested that the budget template would allow checking that students have ascertained if UWA already had available through site licenses, the required software packages, thus reducing the budget;
• There may be some confusion as to what is provided by the School and what is required to be purchased;
• It may be difficult to ascertain an estimate of costs for equipment and consumables available from Schools, especially in light of the fact that existing equipment may or may not be suitable or available for the proposed research;
• The budget could be useful in tracking wasteful or duplicated expenditure;
• A separate block was required in the template for Humanities, given that most of the items in the attached template were not relative to research in that field; and
• There is little evidence that current budget plan on the web is being used.

The Deputy Chair recommended, that following minor editing, the budget template in a three year format be made available as a tool to assist students in preparing their research proposal budget, if required, via the GRSO and School websites. The template could be monitored over time to ascertain if the quality of student’s research proposal budgets improve.

PART I – ITEMS FOR COMMUNICATION TO BE DEALT WITH EN BLOC

5. BOARD OF GRADUATE RESEARCH SCHOOL MEETING DATES FOR 2011 – REF: F34

Members and invitees noted the following meeting dates for the Board of the Graduate Research School in 2011. All meetings were scheduled for 2.15pm in the Senate Room, with the exception of the September meeting.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Venue</th>
<th>Due Date for Agenda Items</th>
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<tbody>
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<td>Senate Room</td>
<td>04 February</td>
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<tr>
<td>08 March</td>
<td>Senate Room</td>
<td>25 February</td>
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<td>12 April</td>
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<td>10 May</td>
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<td>14 June</td>
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<td>03 June</td>
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<td>12 July</td>
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<td>09 August</td>
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<td>29 July</td>
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<tr>
<td>13 September</td>
<td>Old Senate Room (Irwin Street Bdg)</td>
<td>02 September</td>
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<td>11 October</td>
<td>Senate Room</td>
<td>30 September</td>
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<td>08 November</td>
<td>Senate Room</td>
<td>28 October</td>
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<tr>
<td>13 December</td>
<td>Senate Room</td>
<td>02 December</td>
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PART II – ITEMS FOR DECISION TO BE DEALT WITH EN BLOC

There were no items for decision to be dealt with en bloc.

PART III – ITEMS FOR DISCUSSION AND DECISION

There were no items for discussion and decision.