

## The AusIMM and BHP Social and Environment Student Award

### AWARD RULES & APPLICATION GUIDANCE

*This guidance is structured to follow the application form, to assist with clarity and understanding.*

#### GENERAL

Award objectives: The AusIMM and BHP (collectively ‘the Award overseers’) may, at their entire discretion, annually award one student enrolled in the environmental, earth or social sciences and/or related disciplines at an applicable tertiary institution, up to \$3,000 (the ‘Award’). The Award will be paid by the Award overseers via direct payment of Tax Invoice(s) of suppliers for *bona fide* goods or services costs supplied to the Student and directly related to the Students’ project. The Award is administered by the Award overseers, not any specific University.

#### ACADEMIC STATUS

To be eligible to nominate for the Award, the Applicant must be a currently enrolled part, or full time Student at an applicable Australian or New Zealand University planning to undertake an accepted Honours, Masters or PhD (or alternate, equivalent higher research degree) research topic with an environment, community and/or social focus within the minerals industry.

#### PREVIOUS ACADEMIC EXPERIENCE

A Student may receive only one Award during the course of the applicable degree / qualification.

Please provide information as to whether the project has any other financial or in-kind support from other businesses or organisations and, if so, describe the nature of that support.

#### RESEARCH PROJECT ELIGIBILITY

The purpose of the award is to provide financial support to students interested in pursuing a career in the environment, social and/or community disciplines within the minerals industry.

The research project must have relevance to the environment, social and/or community disciplines within the minerals industry.

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### ELIGIBLE EXPENSES

The Award may only be directed towards Tax Invoices for work done for the Student's own project. Group, collaborative or Supervisor's costs are not eligible for the Award.

Up to a maximum of \$3,000 (including GST) is available and shall only cover eligible expenses to be incurred during the period of the Award. The entire award amount need not be spent.

The Award will only be directed to payment by AusIMM Central Services of *bona fide* Tax Invoice(s) for the provision of goods or services to the Student, which are directly related to their project. If a final, single Tax Invoice or the total of multiple Tax Invoices is for less than the amount of the Award, then only the amount of the Tax Invoice(s) will be paid, and the balance of the Award is forfeited. The Award overseers reserve the right to refuse payment of any Tax Invoice it is not satisfied is in accordance with the application or general eligibility of the Award.

If a Tax Invoice is for an amount larger than the Award, then it is up to the Student to arrange with the supplier that only part payment will be paid by the Award overseers. It is not necessary, though is permissible, for the Student or another party to first pay the balance of the Tax Invoice. If the Students first pay the Tax Invoice (only by prior agreement with the Award overseers), the Student must demonstrate to the Award overseers that payment has been made. The Applicant will then be reimbursed for the correct amount.

If goods are the subject of the Award application, they must be demonstrably related to the particular research project and not be durable goods which could be used away from the Project. For instance, a laptop, other IT or books would not usually be acceptable as a cost, though may be considered in extenuating circumstances. Similarly, with services – they should be related to the particular research project.

Expenses should be described in the budget that is to be supplied with the application, which clearly describes how each expense relates to the research project.

Examples of **eligible goods and services**, to be used *solely in relation to the research project*, include:

<i>Category (examples)</i>	<i>Description</i>
Laboratory costs	Consumables (goods) or analysis costs (services).
Fieldwork travel and accommodation costs directly related to the research project	Travel (e.g., car hire, flights/train tickets) and associated accommodation and meal (e.g., hotel, onsite) costs.
Specialised equipment & PPE	As required for the research project.
Printing and publishing costs	Costs associated with preparing, publishing the research report or thesis.
Posters, attendance at conferences, workshops relating to research project	Travel, accommodation and registration to attend a relevant conference / workshop to present results of the research project.

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### PROCESS TO CLAIM AGAINST THE AWARD

Upon acceptance of the Award, the successful Student should review the draft budget with the Award overseers for guidance purposes and notify the Award overseers if the proposed expenses are expected to change. When an expense is incurred, the Student should provide the Tax Invoice to the Award overseers for payment.

The Tax Invoices must include the ABN of the supplier, date of supply, GST amount and description of the goods or services supplied. The amount of the Award paid will be deemed to include any GST payable on a Tax Invoice; that is, it will not be grossed up beyond the stated amount to "include" GST.

Tax Invoices will not be accepted from a supplier related personally or in business with the Student, or their supervisor(s). The Award will not be paid direct to the Student or any other party as a re-imbusement of costs paid without prior agreement with the Award overseer.

The Tax Invoice(s) to be paid must not be in the name of the AusIMM and/or BHP and must be lodged for payment within 12 months of receiving the award (see below).

#### Timing

Costs for which the Award is intended to cover should reasonably be expected to be incurred and invoiced in the 12 calendar months from 1 April to 31 March the year following application, and the Tax Invoice(s) for payment must be presented to the Award overseers for payment during that period. If for some reason the cost (or part of it, up to the Award amount) is not incurred and invoiced within that twelve-month window, the Award recipient should inform the Award overseers of the delay by e-mail before 31 March, also the reason for the delay and when the cost or the balance is expected to be incurred and invoice received. If the new date is within two months of 31 March of the year after the Award was made, the Award overseers may elect to still meet the cost or the balance. If the cost or balance is not incurred by 31 March of the year after the Award was made, and no extension has been approved by the Overseers, the Award or the proportion not invoiced and presented to the Award overseers will be forfeited and the Award overseers will have no obligation to meet any further costs incurred by the Student.

The Award overseers will arrange for AusIMM Central Services to pay *bona fide* Tax Invoice(s) for the approved costs directly to the supplier within one month of presentation to the Award overseers of the Tax Invoice(s).

### APPLICATION PROCESS

Applications shall be open each year from 1 December to 31<sup>st</sup> March for the following Academic year.

Completed and signed Award applications must be emailed to [cesoc@ausimm.com.au](mailto:cesoc@ausimm.com.au). Applications received out of this time frame will not be considered.

The Award overseers will inform successful and unsuccessful applicants of the result of their application by e-mail by 31<sup>st</sup> March of the Academic year and successful applicants must acknowledge and accept the Award and re-confirm the expected timing of incurring the relevant costs no later than 15 April of that year.

Unsuccessful Applicants may re-apply in following years for the same, or different costs.

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### ADDITIONAL INFORMATION AND AWARD CONDITIONS

Upon receipt of the Award, the successful Student must provide:

- The Award overseers with a scanned copy of confirmation of enrolment in an applicable Honours or post graduate course at the relevant University, and the name(s) of the Student's Supervisor(s), or some similar document evidencing their course and level of study, and the names of their Supervisor(s);
- Permission for the Award overseers to make reasonable enquiries to the applicable University and/or the Student's Supervisor(s) to confirm this information, if thought necessary;
- Permission, if an Award is granted, for the Award overseers to pass on those personal details of the Student contained in the application to AusIMM Central Services for the purpose of administering the Award (for instance, to allow Central Services to contact the Grantee about a Tax Invoice etc);
- A description of the type of expense(s) that the Award is intended to cover in a proposed budget. If the cost is part of a related larger cost, an explanation of this should be made. Also explain if the Award is expected to be exhausted in one Tax Invoice, or more, by the provision of a draft budget as described above;
- A scanned letter or note from the Student's primary Supervisor confirming that the work that will incur the expense will be a *bona fide* and integral part of the Project;
- If a singular claim is greater than AUD \$1,000 (including GST), a scanned estimate or quote from the intended service provider or supplier (or several potential suppliers) with details as to how the amount is derived (i.e., not just a lump sum cost – give details of unit costs, number of units etc). If the intended provider or supplier is not a well-known name, an explanation of the business and why they are intended to be used. Estimates must be on the business letterhead, with address and contact details;
- Confirmation and agreement that an acknowledgement to "The AusIMM, BHP" will be given in their thesis and any presentation or publication where the good or service purchased with the Award was an integral part;
- Confirmation and agreement that if the Student withdraws from their course, or if their project changes such that the cost is unlikely to be incurred, the Student will promptly inform the Award overseers by e-mail to [cesoc@ausimm.com.au](mailto:cesoc@ausimm.com.au); and
- Confirmation and agreement that the Student will abide by decisions made by the Award overseers in its administration of the Award.

Furthermore, it should be noted that:

- No Award is necessarily made in any year;
- Any representative of the Award overseers with a personal or business relationship with an Applicant will flag a conflict of interest and potentially be replaced. Any Award overseer who is a student enrolled at a school, department or faculty where a Student applicant is enrolled will not receive copies of applications and will not participate in deliberations of any of the applications. If a vote by the Award overseers is necessary to grant the Award in any round, an Award overseer with a personal or business relationship to an Applicant may not vote at all. First-hand knowledge of the Student's study or work activities, or knowing the Student from AusIMM and/or BHP activities and functions will not preclude an Award overseer from participating or voting, but the Award overseer should be mindful of the potential for a conflict of interest; and
- The decision of Award overseers at every stage will be final.



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### FURTHER ENQUIRIES

For further information on eligibility criteria and completing the application form, please contact the Award overseers at [cesoc@ausimm.com.au](mailto:cesoc@ausimm.com.au).