**SCHOOL OF EDUCATION**



**Higher Degree Research Student Application for Funding**

**Please return the completed form and attachments via email to:** **sms@education.uq.edu.au**

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| --- |
| **1. STUDENT DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |       | Given name(s):  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID: |       | Enrolling School (if not Education): |       |

|  |  |
| --- | --- |
| Email address: |       |

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| --- |
| [ ]  Domestic [ ]  International [ ]  PhD [ ]  MPhil [ ]  Full Time [ ]  Part Time. Scholarship: [ ]  Yes [ ]  No**Stage completed (Leave blank if pre-confirmation):** **[ ]** Progress Review 1 [ ]  Progress Review 2 [ ]  Progress Review 3 [ ] Submission – due date      Thesis Title:       |
|  |  |

**PRIOR TO COMPLETING THE FORM PLEASE READ THE FUNDING POLICY IN SECTION 8**

**Applications must be submitted at least one month in advance of payment due date/departure date (whichever is earliest).**

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| **2. PLEASE SELECT TYPE OF FUNDING** |

**[ ]  CONFERENCE/SYMPOSIUM: Please complete section 2.2 & 3 if applicable**

**[ ]  TRAVEL REQUIRED: Please complete section 3**

**[ ]  RESEARCH PROJECT/FIELD WORK: Please complete section 2.3**

**[ ]  PROOF READING: Please complete section 2.4**

**[ ]  DATA COLLECTION: Please complete section 2.5**

**[ ]  PARTICIPANT INCENTIVES: Please complete section 2.5**

**[ ]  OTHER: Please complete section 2.6**

**For all travel information and procedures please refer to** <https://travel.uq.edu.au/home> **before travelling.**

**2. 1 FUNDING REQUEST DETAILS AND CRITERIA**

**2.2 Conference/Symposium:**

Please fill in the conference/symposium: name, location, date and title of your accepted paper and outline the benefits for attendance and relevancy to the progress of your thesis. This may include planned research outcomes (thesis chapters and publications) that will arise from your presentation.

**2. 3 Research project/Field Work**

Please provide the locations you will be visiting, your proposed travel dates and research activities. Please provide an explanation of why you need to visit particular locations, and the significance of this research to your thesis.

Please note: if this project or fieldwork requires ethical clearance, please consider timeframes relating to that process.

**2. 4 Proof Reading**

**[ ]  Special funding – for Students with English as second Language or other Language**

 Please note if applying for special funding evidence of engagement in additional writing support

 needs to be supplied.

**[ ]  Non-ESL-** Please note student must have funds remaining – No special funding available

**2. 5 Data collection and Participant’s incentives**

If collecting data or if the funding is related to participant incentives, please apply for ethical clearance and provide evidence of approval.

**Approval ID:**

**2. 6 Other research funding**

Please provide details of requested funding, purpose and benefit to the progress of your thesis. Please complete expenditure details in section 3.

**3. BUDGET INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Item Description** (Obtain **and attach formal quotes)** | **Expense** | **UQ Funding requested** |
| **Transport:****[ ]** Return economy airfare from Brisbane to[ ]  Other (e.g. car hire, airport transfer- please specify**)** | **$****$** | **$****$** |
| **[ ]  Accommodation:**Name of accommodation venue/provider:      Check in and check out dates      No. of nights total:       | **$** | **$** |
| **[ ]  Conference expenses:**[ ]  Conference registration**[ ]  Other (please specify)**  | **$****$** | **$****$** |
| **Other research expenditure (please specify)** | **$** | **$** |
| Total expenses | **$** |  |
| **TOTAL UQ FUNDING REQUESTED** |  | **$** |

**4. RISK ASSESSMENT**

I have read and understand the Universities OH&S Policies and Procedures, Fieldwork and Off- Campus Safety Guidelines and will comply with them. (Please tick). [ ]

The policy and guidelines can be found at the following link:

<https://ppl.app.uq.edu.au/content/work-campus-guideline>

**5. APPLICANT CHECKLIST**

Please confirm the following before submitting your application to your Principal Advisor:

[ ]  Attached supporting documents such as acceptance of paper, quotes as required for travel and expenditure

[ ]  Evidence of ethical clearance

[ ]  I have reviewed and will abide by [Student Travel Procedure](https://employability.uq.edu.au/global-experiences/student-travel-procedure) and the [terms and conditions for all HDR travel.](https://cdf.graduate-school.uq.edu.au/mobility)

[ ]  Evidence of seeking additional support for ESL students

Applicant Signature:

Once you have completed these steps, please email your application and supporting documentation to your Principal Advisor for consideration and endorsement. Once your Principal Advisor has approved the application please email to: sms@education.uq.edu.au

**6. ADVISOR ENDORSEMENT**

**[ ]  I can confirm that the activities outlined in this funding application will contribute to the progress of the candidate’s research and thesis and support the allocation of funds as requested.**

**Other comments on the candidate’s proposed activities:**

**Name of Principal Advisor:**

**Signature of Principal Advisor:** **Date:**

**7. SCHOOL MANAGER RECOMMENDATION**

**[ ]  I recommend approval of this funding application**

**[ ]  I do not recommend approval of this funding application**

**[ ]  I recommend approval of this funding application with the following conditions:**

**Name:**

**Signature:**

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| **8. FUNDING POLICY**  |

**Guidelines**

School of Education Higher Degree Research students (PhD, MPhil) are eligible to apply for funding up to the amount of **$4,500\* for PhD candidates and $2,000\* for MPhil candidates during their candidature.** Period of candidature begins on enrolment in the program and ceases at Submission. Funding applications received post-submission may be considered on a case-by-case basis.

\*. Students can only use up to $1,500 (PhD) and $650 (MPhil) before Confirmation of Candidature.

Please note that funds are limited, so careful forward planning and selection of funded activities is vital.

The purpose of this funding is to:

1. Support HDR students in their program of study by offsetting some of the costs of their fieldwork, data collection/analyses, or conference/workshop expenses.
2. Increase the skill set and networking of HDR students through attendance at national and international conferences and research workshops.
3. Promote the delivery of research findings by HDR students to the broader research community and/or public.
4. Increase the visibility of the excellent research being undertaken by HDR students both locally and globally.

**Conditions**

The following **can** be applied for, but conditions may apply (**Quotes/cost estimates must be provided in all cases):**

**Research Funding**

* **Registration, travel and accommodation in relation to conferences, seminars and workshops, where attendance will result in academic benefit for the student and the University.**

Conditions: Provisional students **cannot** apply for funding to attend a conference unless they are **presenting a paper**. The award of funding will be made on the basis of the merit of the paper (where applicable), the merit of the event, the relevance of the event to the student’s research, and the endorsement of the Principal Advisor and the Director of Research.

* **Assistance with data collection and/or data entry / statistical analysis / transcription services / participant incentives.**

Conditions: The individual providing the service must have a registered ABN, be able to provide a quote for students to attach to their application and be able to provide an official invoice/receipt.

* **Stationery, postage, photocopying, and other approved consumables.**
* **Word processing and other IT courses/resources.**
* **Library charges.**

**Proof-reading - ESL**

Students who have English as a second or other language, and who require proof-reading assistance with their thesis, may apply for Special Funding set up for this purpose up to the value of $500 per student (any positive balance held by the student will be used before Special Funding can be accessed).

Conditions:

* Students who apply for this funding must provide a **written** **statement** (in consultation with their Advisors), showing they have attempted to improve their written English over the period of their candidature through engagement in a variety of activities (e.g., attending a course, completing on-line skill-based exercises, engaging in extra writing activities).
* The individual providing the service must have a registered ABN, be able to provide a quote for students to attach to their application and be able to provide an official invoice/receipt.

**Proof-reading – non-ESL**

Proof reading may be applied for by students who have English as their first language. This funding will be taken from their standard allocation and not from the Special Funding referred to above.

* The individual providing the service must have a registered ABN, be able to provide a quote for students to attach to their application and be able to provide an official invoice/receipt.

The following **cannot** be applied for:

* Travel to consult with Advisors.
* IT Hardware. **NOTE**: Loan equipment, if available, can be borrowed on a short-term basis from the front office (e.g. laptop)
* Typing, binding, photocopying or editing of the thesis

**Processes**

1. Prior to completing the application form, HDR students must discuss their proposed request with their Advisor(s).
2. Students download and complete the *“Higher Degree Research Student Application for Funding”* Form from the SoE website.
3. Approval of the funding for particular items or activities is based on the conditions listed above.
4. If the request is related to travel, the destination or any part of the travel path should not be listed as ‘Do not travel’, ‘Reconsider travel’, or ‘Exercise a high degree of caution’. If it is, an explanation for the necessity of the travel is required.
5. All applications must include quotes and a full statement of costs/itemised budget (eg. Cost of registration, accommodation etc.).
6. On completion of the application form, students must seek endorsement from their Principal Advisor who must sign the application. Once the Principal Advisor has signed the application form, it should be sent to sms@education.uq.edu.au.
7. Applications must be submitted **at least one month in advance of payment due date/departure date (whichever is earliest).**
8. The completed form and attachments are emailed to :**sms@education.uq.edu.au**
9. Approval of the funding application is needed from the School Manager before expenses are incurred. Retrospective or late applications will **NOT BE APPROVED**.
10. The School Manager may seek input from the Director: Higher Degree Research and/or Head of School before deciding an outcome.
11. Once all approvals have been completed you will be notified. The payments are made directly to the supplier by the School of Education, alternatively if you have already paid with your own funds, you must provide a receipt of payment, and the funds will be reimbursed to you.
12. For travel, you are required to organize your own arrangements, consulting and abiding by the [terms and conditions for all HDR travel.](https://cdf.graduate-school.uq.edu.au/mobility)