



HDR School and Centre Supported Essential Research Funding - Guidelines

Faculty of Arts and Social Sciences Schools and Centres

HDR Essential Funding - Guidelines

Authorised by: Associate Dean Research Training

Effective Date: May 2018

Review: Annually

Related Documents: HDR Faculty Supported Research Funding Guideline

OBJECTIVES

This funding scheme is open to research students enrolled in one of the six School or Centres in Arts and Social Sciences, or in Nura Gili, to support costs essential to their research. This funding is intended as a contribution towards minor essential expenses not elsewhere funded.

DATES

Funding will be available in two rounds in 2020, as budgets permit.

Round 1

Applications open 1 May 2020

Application close 31 May 2020

Round 2

Applications open 1 October 2020

Application close 30 October 2020

ELIGIBILITY CRITERIA and RULES

- The applicant must be enrolled in a higher research degree program in one of the Schools or Centres in the Faculty of Arts and Social Sciences or in Nura Gili.
- Research Costs are subsidised during the first four years of full-time PhD candidature or first two years for Masters and the equivalent for part-time students.
- All students applying for funding must be properly reviewed by a School Review Committee and provide a copy of a satisfactory Annual Progress Review or confirmation no more than one year old.
- Students who are overtime (more than 4 years completion) in their enrolment in either the fulltime mode or part time mode will not be considered.
- Full-time applicants may only apply for up to \$300 in one calendar year. Part-time applicants may apply for up to \$150 in one calendar year.
- Applicants can apply for this funding once per calendar year
- Applicants must supply evidence of expenses at the time of application. Funds will only be paid by reimbursement.
- Funding is not guaranteed, but dependent on eligibility of expenses, and availability of budget.

MODES AND MAXIMUM LEVELS OF FUNDING

Students are invited to apply, with supporting documentation, for:

- Funding for books or other publications, essential to the research
- Printing and Photocopying costs essential to the research.
- Funding to attend relevant local conferences that are not able to be funded elsewhere.
- Entry fees for sound and film archives, and museums.
- Reasonably priced equipment which is necessary for the applicant's research and which cannot be supplied by the Technical Resource Centre or the Faculty Supported HDR Funding Scheme.
- Proofreading
- Other essential items. Please note the essential items must be related to your research costs.

APPLICATION PROCESS

Applicants must complete the relevant online application form, and upload the following documents, which will be submitted to the Faculty HDR Team:

- Evidence of payment for claimed expenses
- The Completed Supervisor's declaration form (below)

Your application will then be assessed for eligibility, and referred to the Postgraduate Coordinator for approval.

If approved, the funds up to a maximum of \$300 will be transferred to your nominated bank account

HDR Essential Funding Supervisors Declaration Form

Supervisor's Name	
Applicants Name	

Supervisor's Declaration

- I declare that the student meets the eligibility criteria for this funding
- I declare that the items in this claim are essential to the student's research degree
- I declare that the student has not applied for funding for the items in this claim under any other funding

Please provide any additional comments in support of this application

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Supervisor signature	
Date	

Please provide this completed declaration to the applicant, to be uploaded with their online application form.