Date: [Insert Date]

Dear PG Faculty Committee:

This letter should be an introduction of yourself, your school, your thesis title, what you are requesting the committee fund and the full amount you are asking for. You should give an overview of why the funds are necessary to complete your research. Later you will be asked to justify each item, so avoid duplications and here only provide a context and brief overview. Please make sure your explanation is clear and concise [max 500 words]. Please delete any information that is not relevant in the template to your application but make sure you include all required documents. Send the template document as a single attachment.

Sincerely,

[Your Name]  
(Email)

CONTENTS

1. Breakdown of costs requested with brief justification
2. Travel Itinerary – (please delete if you do not need this included)
3. Letter of Support from supervisor.
4. APR Result
5. Ethics Approval – Include only the approval letter from the Ethics Committee, NOT your application documents. Also include section relevant to participant compensation cost, if applicable
6. Screenshot of requesting pre-travel approval if going on fieldwork outside of Sydney
7. Quotes/receipts

**BREAKDOWN OF COSTS**

*Please note the table below is an example to give you an idea of what detail should be included. You should delete any examples that are not relevant to your costs. Please be sure to fill in the total.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost** | **Reason** | **Dates** |
| Airfare – International  Dublin (Ireland) 5 days  Paris (France) 7 days | Full cost return ticket (as per 2 quotes, max $3000) | Interview respondents for research topics.  Visit archives for research. | 15/5 – 20/5/2020  21/5 – 28/5/2020 |
| Airfare – Domestic  Melbourne 3 days | Full cost return ticket (as per 2 quotes. Max $600) | Visit archives for research | 29/5 – 2/6/2020 |
|  |  |  |  |
| Accommodation –  International  Dublin (Ireland) 4 nights | $$$ (per quote / receipt, max $120 per day) | Interview respondents for research topics. | 15/5 – 20/5/2020 |
| Accommodation –  International  Paris (France) 6 nights | $$$ (as per quote/receipt, max $120 per day) | Visit archives for research | 21/5 – 28/5/2020 |
| Accommodation – Domestic Melbourne, 3 nights | $$$ (as per quote/receipt, max $100 per day) | Visit archives for research | 29/5 – 2/6/2020 |
|  |  |  |  |
| Meals and associated travel costs – international Dublin and Paris | $300 @ $150 per week max (or max $30 per day if less than 5 days) | Interview respondents for research topics.  Visit archives for research. | 15/5 – 28/5/2020 |
| Meals and associated travel costs – domestic  Melbourne | $60 @ $30 per day max if less than 5 days | Visit archives for research | 29/5/2020 – 1/6/2020 |
| Meals and associated travel costs – domestic  Melbourne | $180 @ $150 max per week (or max $30 per day if less than 5 days) | Visit archives for research | 1/3/2020 – 8/3/2020 |
| Transcription | $150 @ $3 per minute max for 50 hours | For assistance with recording interviews taken in Dublin | 15/5 – 20/5/2020 |
| **Total costs** |  |  |  |

**Justification: Please write 50-100 words for each item on why these costs are necessary for your research.**

**TRAVEL ITINERARY**

*Please note you need to account for all the days you are away. If you are taking any time off during your travel you need to make it as a holiday. Any travel that contains more than 40% holiday will attract FBT. To avoid this cost the University will ask that you cover your accommodation and meals during this time. You should upload this Table, together with the cover letter of your application in MyTravel as part of your request for pre-trip approval.*

|  |  |
| --- | --- |
| **Date, Location** | **Task to be completed** |
|  |  |
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**Letter of support from your supervisor**

***This should be addressed to the HD Research Faculty Committee. Your supervisor should be made aware of their obligation to provide critical feedback on why you require this funding and prioritise the items. Supervisors also have to address in specific terms the supervision and duty-of-care arrangement during fieldwork, as required by the Variation of candidature Policy:*** It is important that arrangements are made by the School or Faculty to ensure candidates are appropriately supervised and that issues relating to resources, workplace health and safety, intellectual property and research progress are considered and managed appropriately.

APR Result

*Please copy and paste your successful email approval of your most recent review, which would have been sent to you after your last review via the GRIS system. If you cannot find that email in your inbox you can save a pdf version of your results by accessing the GRIS system. You can then convert this document into a PDF and combine them into one PDF document to submit.*

ETHICS APPROVAL

*Please copy and paste your ethics approval into this page. If your ethics statement is still being processed please state when you expect to receive it. If you do not need to obtain an ethics approval please provide a short statement here detailing why you do not need it.*

UNSW Mytravel Pre -trip approval

*Please include screen shot of your pre-trip approval request here*

QUOTES AND RECEIPTS

*Please include any quotes or receipts that support your application here.*