

School of Historical and Philosophical Inquiry

Application for Research Funding – HDR Candidates

The School provides financial assistance to Higher Degree by Research candidates to help with research costs and conference travel.

Funding Available

PhD candidates may be funded up to a total of \$2,000 for research and conference expenses across the course of their candidature. Additional funds of up to \$2,000 may be available for essential research purposes outside Australia.

MPhil candidates may be funded up to a total of AUD \$1,500 for research and conference expenses across the course of their candidature. Additional funds of up to \$1,000 may be available for essential research purposes outside Australia.

These funds may be used for travel and accommodation costs for research necessary for the successful completion of the thesis, for conferences where the candidate is presenting a paper, and may also be used for other essential research costs, subject to the approval of the Director of Research Training and the Head of School.

HDR candidates must discuss their funding application with their Principal Advisor prior to submitting the application. It is the responsibility of students and their Advisors to ensure that funds are used in such a way as to enable the completion of essential research tasks.

For further information regarding this program please refer to the **Guidelines**:
<https://hpi.uq.edu.au/higher-degree-research-funding>.

For Terms and conditions for all HDR Travel, please refer to <https://cdf.graduate-school.uq.edu.au/mobility>.

For further queries, please contact the HDR Liaison Officer via email. hdr.hapi@enquire.uq.edu.au.

1. APPLICANT DETAILS			
Name:			
	<input type="checkbox"/> PhD student <input type="checkbox"/> MPhil student		
Student number		Email	
Candidature commencement date:		Confirmed: <input type="checkbox"/> No <input type="checkbox"/> Yes – Date:	
Funding requested	\$	Related to	<input type="checkbox"/> Conference/Symposium <input type="checkbox"/> Project/Fieldwork <input type="checkbox"/> Other (please state)
HDR research funds previously awarded \$			

2. FUNDING REQUEST DETAILS AND CRITERIA (complete section 2.1, 2.2 or 2.3)

2.1. Conference/Symposium: *Please detail 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.*

2.2. Fieldwork, archival research or other research-related travel: *Please provide the name of archive (where relevant), or locations you will be visiting, your proposed travel dates and planned research activities 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.*

2.3. Research materials and/or related expenditure: *Please provide details of requested funding, purpose and benefit to the progress of your thesis.*

3. BUDGET INFORMATION

Important points to note:

- If you are attending a conference at UQ, and you would like funds to cover registration, please complete this form. **Do not pay your own registration** – the school will arrange payment directly.
- You must organise your own travel arrangements including flights and accommodation.
- Funds are not provided for meals and incidentals.
- In most cases you will be covered by UQ Travel insurance (with 5 days available for private travel in conjunction with your UQ authorised travel pursuant to conditions specified in the student travel insurance information). If you do not wish to be covered by UQ travel insurance for any of your travel you may choose a travel insurer of your choice.

Item Description (obtain and attach formal quotes)	Expense	UQ Funding Requested
Transport:		
<input type="checkbox"/> Return economy airfare from Brisbane to ...	\$	\$
<input type="checkbox"/> 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:		
<input type="checkbox"/> Conference registration	\$	\$
<input type="checkbox"/> ...	\$	\$
Other research expenditure (please specify)	\$	\$
Total expenses	\$	
Total UQ funding requested		\$

4. APPLICANT CHECKLIST

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

- Completed sections 1, 2 & 3 of this form
- Attached supporting documents such as acceptance of paper, quotes for travel etc.
- Attached a current **and endorsed** copy of the Academic Portfolio
- Read the [terms and conditions for all HDR travel](#)
- Read the [working off campus information](#)
- Considered travel insurance for private travel beyond 5 days
- Allowed sufficient time for ethical clearance where applicable
- Completed and attached the [bank details form](#)

Applicant Signature:

Date:

Once you have completed these steps please email your application and supporting documentation to your Principal Advisor for consideration and endorsement.

5. ADVISOR ENDORSEMENT

I 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 candidate's proposed activities:

Name of Principal Advisor:

Signature of Principal Advisor:

Date:

Once you have endorsed this application please email this with any supporting documentation to the Director of Research Training for consideration.

6. DIRECTOR OF RESEARCH TRAINING 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 amendments

Name of Director of Research Training:

Signature of Director of Research Training:

Date:

Once you have considered this application please email this with any supporting documentation to the Head of School for consideration.

7. HEAD OF SCHOOL APPROVAL

- I approve this funding application
- I do not approve this funding application
- I approve this funding application with the following amendments:

Name of Head of School:

Signature of Head of School:

Date:

Once you have determined the outcome of this application please email this with any supporting documentation to the HDR Liaison Officer for processing hdr.hapi@enquire.uq.edu.au.

OFFICE USE ONLY

HDR Liaison Officer confirms the following:

- This application complies with the School's HDR funding policy guidelines
- The funding application is within the funding limits
- Endorsement, recommendation and approval have been obtained

HDR Liaison Officer

- Notifies the applicant of the status of their funding application
- Records the funding allocation locally
- Notifies the Finance PST of the funding approval and allocation