Faculty of Arts Higher Degree Research (HDR) Office  
http://www.arts.mq.edu.au/higher_degree_research/  
APPLICATION FOR RESEARCH TRAINING SUPPORT FUNDS  

Form last UPDATED on 16 March 2009

Please use this Application to apply for Faculty HDR support funding. Parts 1, 2, 3 and 4 of this Application must be completed and submitted to the Arts HDR Office by the relevant Round closing date:

Round 1 – 20 February 2009 
Round 2 – 22 May 2009 
Round 3 – 21 August 2009 
Round 4 – 20 November 2009

Applications outside of these four Rounds will not be considered unless:
- a strong case for exceptional circumstances is made, or
- your Department policy requires that you develop and submit to the Department at the beginning of your candidature a HDR budget for the overall duration of your candidacy. Please refer to your Department for further advice.

For information on eligibility criteria and items/activities supported by this scheme, please refer to: 
http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/funding_and_grants

PART 1 – to be completed by the Applicant

Family Name: ___________________________ Other Name/s: ___________________________

Student No: _______________ Degree: ☐PhD ☐MPhil ☐MA-R ☐MA Hons ☐Attendance: ☐F/T ☐P/T

Department Name: ___________________________

Commencement Date: _______________ Estimated Thesis Submission Date: _______________

Thesis title: ________________________________________________________________

Contact details: Phone_________________________ Email_________________________

Ethics clearance:
Applicants are expected to have obtained any necessary ethics clearance for their thesis project before applying for funding under this scheme. Funds will not be released until the appropriate approval/s have been received and evidence of such approval has been provided to the Arts HDR Office.

Does your research project require human or animal ethical or biosafety approval? ☐YES ☐NO
If YES, has approval been obtained? ☐YES ☐NO If YES, provide the reference no.: _______________

Applying for (please tick all that apply):

☐Conference attendance and/or conference travel
☐Research project travel
☐Research project equipment/material
☐Other: ________________________________________________________________

Amount Requested: A$

Thesis Project Summary:
In no more than 100 words of plain English, provide an informative summary of your project. Identify the thesis project’s main aims, its significance within the field, and expected research outcomes.

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1. **IF applying for conference attendance and/or conference travel (attach a separate sheet if insufficient space provided):**

Conference name: ____________________________________________

Conference dates: __________________________ City & Country: ____________

Title of proposed paper: __________________________________________________________________________________________

Has your paper been accepted for presentation?  □YES  □NOT YET  □NO

If YES, provide proof of acceptance  If NOT YET, when do you expect notification of acceptance? __________

NOTE: Funds will not be released until proof of acceptance has been provided to the Arts HDR Office.

In no more than 100 words of plain English, explain how attendance at the proposed conference is important, relevant and essential to your thesis project:

________________________________________________________________________________________________________________________________________
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2. **IF applying for research project travel (attach a separate sheet if insufficient space provided):**

Period of proposed absence: __________________________________________

Destination/s if within Australia: __________________________________________

Destination/s if outside of Australia: __________________________________________

In no more than 100 words of plain English, provide a brief outline of the proposed research activity, clearly illustrating how its aims relate to your thesis project and how essential this activity is to your research project:

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3. **IF applying for funds to cover costs associated with your research project related activity, other than those outlined in points 1 and 2 above (attach a separate sheet if insufficient space provided):**

In no more than 100 words of plain English, provide a brief outline of how is this funding essential to your research and how will it assist you in the timely completion of your thesis.

__________________________________________________________

__________________________________________________________

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**Budget items (attach separate sheet/s if insufficient space provided):**

Please list items requested and their costing. Attach separate sheet if insufficient space. Candidates applying for travel funding must purchase their travel tickets through STA Travel or Campus Travel. Please obtain a quotation for your travel from either of these agencies and attach it to your application as evidence for your budgetary cost approximations.

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Total amount requested:  A$________________________

**Previous HDR funding during your HDR candidacy (attach a separate sheet if insufficient space provided):**

Have you previously received funding for your research project related activities?  □YES  □NO
If YES, please provide an approximate amount of funding received to date and a brief outline of purpose:

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Have you applied for Overseas Research (OSR) approval (if applying for overseas research project travel)?**

Refer to HDRO websites for further information:
http://www.research.mq.edu.au/students/current_students/hdrguide/b/cmp/overseas_research
http://www.research.mq.edu.au/students/current_students/hdrguide/b/cmp/fieldwork_other

□YES  □NO  NOTE: Funds will not be released until the OSR application is approved by HDRO.

**Have you submitted a Report for funding received in 2008 (if this was a requirement in your previous Division)?**

□YES  □NO

**Do you plan to apply for the University Postgraduate Research Fund (PGRF) in the next Round (attach a separate sheet if insufficient space provided)?**

□YES  □NO  Comments:___________________________________________

**Applicant Certification:**

I certify that the information I have provided in this application is true and correct. As a condition of the award of this funding, I agree to submit a brief written Report to the Faculty HDR Committee according to the current policy as specified on the Arts HDR Funding website: http://www.arts.mq.edu.au/for/new_and_current_hdr_candidates/funding_and_grants.

__________________________________________________________

__________________________________________________________

__________________________________________________________

First Name      Last Name      Signature      Date
PART 2 – to be completed by the Applicant’s Principal (or Acting) Supervisor

The Principal (or Acting) Supervisor is responsible for providing critical assessment of the candidate’s needs and of each part of the proposed research project itinerary. The Supervisor should ensure the funding request is essential to the applicant’s thesis research and is realistic and achievable within the tight timeframe of a 3.5 to 4-year PhD or a 1.75 to 2-year MPhil.

The Supervisor is asked to provide a statement of support by briefly outlining how the funding will facilitate the timely completion of the applicant’s thesis.

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Principal (or Acting) Supervisor certification:

Title First Name: Last Name: Signature Date

PART 3 – to be completed by the Applicant’s Department HDR Director

The Department HDR Director is responsible for assessing the overall academic merit/relevance of the proposed research related activity in this Application.

Approved by Department HDR Director: ☐ YES ☐ DEFERED ☐ NO

Comments:________________________________________

________________________________________________________________________

________________________________________________________________________

Title First Name: Last Name: Signature Date

PART 4 – to be completed by the Applicant’s Head of Department

The Head of Department is responsible for the financial control of the scheme.

Approved by Head of Department: ☐ YES ☐ DEFERED ☐ NO

Comments:________________________________________

________________________________________________________________________

Title First Name: Last Name: Signature Date
The Arts HDR Office is responsible for checking the Applicant's eligibility criteria and providing the final approval.

Eligibility:

1. Within the first 3.5/1.5 EFTSL: YES ☐ NO ☐ Consumed EFTSL: ____________ as at: ____________
   Student System (AMIS): Maximum funded date (FEC) ____________
   Estimated thesis submission date (EWS) ____________

2. Conference travel application: YES ☐ NO
   a) Within first and last 0.5 EFTSL: YES ☐ NO ____________
   b) Presenting a paper: YES ☐ NO ____________
   c) Attending conference while on LOA: YES ☐ NO ____________

3. Last Annual Progress Report assessed as: Satisfactory ☐ Progress Review ☐ Unsatisfactory

4. Funding received previously: YES ☐ NO
   Report submitted: YES ☐ NO

5. Ethics approval: YES ☐ NO

6. Outstanding financial liability to the University: YES ☐ NO

Supporting documentation:

Budget plan submitted: YES ☐ NO

Travel quotation/s attached (if applicable): YES ☐ NO

Overseas Research Application approved by HDRO (if applicable): YES ☐ NO

Arts HDR comments:

Approval Decision by Associate Dean, HDR:

☐ APPROVED ☐ DEFERRED ☐ NOT APPROVED

Comments: ________________________________

___________________________________________

Associate Dean, HDR

___________________________________________

Signature Date