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| **SCHOOL OF COMMUNICATION AND ARTS** |



**Application for Research Funding – HDR Students**

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| **1. APPLICANT DETAILS** |
| Name:  |       [ ]  PhD student [ ]  MPhil student |
| Student number |        | Email |       |
| [ ]  Full-time  | [ ]  Part-time | Confirmed: | [ ]  No [ ]  Yes – Date:  |
| Name of scholarship (if applicable):      |
| Funding requested  | $ | Related to  | [ ]  Conference/Symposium [ ]  Project/Fieldwork  |
|  |  |  [ ]  Other (please state) |
| ***Full-time*** *PhD candidates may request up to $3300; MPhil candidates may request up to $1650Please note only 25% of funds are available pre-Confirmation* |

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| **2. FUNDING REQUEST DETAILS AND CRITERIA** |
| **Description of funding request and evidence of benefit to the School and your candidature.***Note: Provide sufficient information to justify the need for research funding. Attach additional page if required.* |
| **a).** Name and description of travel or funding request (e.g., fieldwork or conference). Include conference or event title, dates, and location, if applicable.      |
| **b).** For conference funding, provide details of your paper and planned research outcomes (thesis chapters and publications) that will arise from your presentation.      |
| **c).** For fieldwork, archival research, or other research-related travel, provide an explanation why you need to visit particular locations, the significance of this research to your thesis, the length of time that you are planning to spend at each location, the research activities you will undertake there, and the planned outcomes (thesis chapters, publications).      |

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| **3. BUDGET INFORMATION** |
| Item Description | Budget Total | Self funded/other | UQ Funding Requested |
| **Transport**:[ ]  Return economy airfare from Brisbane to      [ ]  Taxi [ ]  Public transport | 000 | 000 | 000 |
| **Accommodation**:X days x AUD/day away at location      X days x AUD/day away at location       | 00 | 00 | 00 |
| **Others**: (attach additional page if required)[ ]  Conference Registration[ ]       [ ]       [ ]        | 000 | 000 | 000 |
| TOTAL BUDGET | 0 |  |  |
| TOTAL SELF FUNDING / OTHER SOURCES |  | 0 |  |
| TOTAL UQ FUNDING REQUESTED  |  |  | 0 |
| Please include a budget justification for any items other than transport, accommodation, and registration costs.       |

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| **4. PREVIOUS FUNDING FROM THE SCHOOL** |
| List any other funding that you have received from the School of Communication and Arts during the course of your current HDR studies. Please include the date and a brief explanation of the activities undertaken with the received funding.       |

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| **5. TRAVEL DETAILS** |
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| Expected Departure Date: |       | Expected Return Date: |       |

What location/s will you go to while undertaking this research travel?

| **Specific location (e.g., University, Institute, conference, archive)** | Purpose | City and Country | **uration** |
| --- | --- | --- | --- |
| **From** | **To** |
|       |       |       |       |       |
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| **6. ADVISOR APPROVAL** |
| Comments       |
| **Signature of Principal Advisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Principal Advisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **7. APPROVAL** |
| **Amount Approved:**      **Checked by SCA Finance:** **[ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature of HDR Director**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of HDR Director**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Head of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Head of School**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **8. CHECK LIST** |
| a). My application relates to conference funding  [ ]  No, go to section b)  [ ]  Yes, I have attached confirmation that my paper has been acceptedb). My application relates to fieldwork, archival research, or other research-related travel  [ ]  No, go to section c)  [ ]  Yes, I have completed:[ ]  Online Fieldwork Safety Training Module (certificate attached)[ ]  [Fieldwork & Work Off-Campus OHS Guidelines](http://www.uq.edu.au/ohs/travel-field-work) have been read and understood c). My application involves work that requires ethical clearance (such as interviews) [ ]  No, go to section d) [ ]  Yes, I have submitted an ethical clearance form (attach clearance notification, if available) d). [ ]  I have checked that my travel doesn’t include a personal component of more than 50% of the total absence Any travel request containing a personal component should be supported by the “Dual Purpose Travel Calculator”  form:[Travel Calculator Dual Purpose Travel - Form](http://www.uq.edu.au/fbs/docs/online_forms/accounts_payable/dual_purpose_travel_calculator.xlsx) e). [ ]  I have checked that I am able to obtain a visa to the countries that I propose to travel toIf any location is in a country listed on [www.smartraveller.gov.au](http://www.smartraveller.gov.au) as a “do not travel” or “reconsider need for travel” destination or listed at [Travel Advisories](http://www.smartraveller.gov.au/advice_meaning.html), have you obtained the written approval of the Deputy Vice-Chancellor (International) to undertake research travel to that country? [ ]  Yes – please attach a copy of the written approval to this application [ ]  No – I understand any funding will be conditional on obtaining this written approval |

**Please forward your completed form with PA approval to** **hdr.commarts@enquire.uq.edu.au**

**Please Note: *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***