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| **SCHOOL OF COMMUNICATION AND ARTS** |



**Application for Research Funding & Placement Top-up – 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  |
|  |  |  [ ]  HDR Placement Award [ ]  Other (please state) |
| ***Full-time*** *PhD candidates may request up to $4000; MPhil candidates may request up to $2000\*.* ***$500 HDR Placement Top-up*** *for PhD students who have successfully completed all or most of their placement by R3. On a separate page or pages please provide full details of the Placement including location, time frames and key contact(s).*  *These funds will be available for conferences, research-related costs, editing, proofreading, or copy-editing services.* *\*Please 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. **Note:** For the **Placement Top-up** please indicate where the placement was or is being undertaken, and its key dates. On separate pages attach documentation (emails, letter of completion) which demonstrate successful completion or near-completion.       |
| **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**: | 0 | 0 | 0 |
| **Accommodation**: | 0 | 0 | 0 |
| **Others**: (attach additional page if required) | 00 | 00 | 00 |
| TOTAL BUDGET | 0 | 0 | 0 |
| TOTAL SELF FUNDING / OTHER SOURCES | 0 | 0 | 0 |
| TOTAL UQ FUNDING REQUESTED  | 0 | 0 | 0 |
| Please include a budget justification for any items other than transport, accommodation, and registration costs. [ ]  I have attached copies of - For Flights or any type of travel (i.e. rail): detailed quote/s, invoice/s, e-Ticket/s, receipts.  For Accommodation: detailed quote/s, invoices, receipt/s. Acceptance details & receipt for conference registration.  For editing, proofreading or copy-editing services: detailed quote, invoice, and/or receipts. |

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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 | **Duration** |
| --- | --- | --- | --- |
| **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 \_ J.A.Yared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 read and understood:[ ]  [Work Off-Campus Procedures](https://ppl.app.uq.edu.au/content/2.30.09-work-campus)Work Off-Campus Plans are generally required for fieldwork or research conducted in more remote areas where contact with emergency services may be limited.[ ]  [When to complete a risk assessment](http://www.uq.edu.au/ohs/pdfs/SafetyNotice-RiskAssessmentGuide.pdf)Risk assessments are required for all travel to DFAT Level 2 (‘Exercise a High Degree of Caution’) destinations.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:[Private travel on my work trip (Dual Purpose Travel)](https://travel.uq.edu.au/6-steps-travel/1-planning-your-travel) 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, 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  |

**Forward completed form with Advisor Approval to the SCA HDR Funding Coordinator:** **j.yared@uq.edu.au**

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***