|  |
| --- |
| **SCHOOL OF COMMUNICATION AND ARTS** |



**Application for Research Funding – RHD Students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 $1650 Please note only 25% of funds are available pre-Confirmation* | | | | |

|  |
| --- |
| **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). |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. BUDGET INFORMATION** | | | |
| Item Description | Budget Total | Self funded/other | UQ Funding Requested |
| **Transport**:  Return economy airfare from Brisbane to  Taxi  Public transport | 0  0  0 | 0  0  0 | 0  0  0 |
| **Accommodation**:  X days x AUD/day away at location  X days x AUD/day away at location | 0  0 | 0  0 | 0  0 |
| **Others**: (attach additional page if required)  Conference Registration | 0  0  0 | 0  0  0 | 0  0  0 |
| 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. | | | |

|  |
| --- |
| **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 RHD studies. Please include the date and a brief explanation of the activities undertaken with the received funding. |

|  |
| --- |
| **5. TRAVEL DETAILS** |
| |  |  |  |  | | --- | --- | --- | --- | | 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** | |  |  |  |  |  | |  |  |  |  |  | |

|  |
| --- |
| **6. ADVISOR APPROVAL** |
| Comments |
| **Signature of Principal Advisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of Principal Advisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |
| --- |
| **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 accepted  b). 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 to  If 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 |

**Forward completed form with Advisor Approval to the RHD Administrative Officer:** [**rhdcommarts@uq.edu.au**](mailto:rhdcommarts@uq.edu.au)

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