**Eligibility**

Full-time RHD students may apply for the following funding support:

* MPhil up to $1650.00 during the first two years of active candidature
* PhD up to $3300.00 during the first four years of active candidature

Prior to confirmation, students may only avail themselves of 25% of their conference and research travel funding.

Where a student converts from MPhil to PhD the total amount able to be applied for over the entire active candidature will be that applicable to a PhD, viz $3300.00.

MPhil students whose program has exceeded two years and PhD students whose program has exceeded four years may not apply for funding. Application and use of these funds is restricted to these program periods.

**Funding**

Funding can be used to present work at academic conferences, to conduct fieldwork and to support research training.

Candidates should use approximately two-thirds of the funding to attend domestic or international conferences where they present peer-reviewed papers. It is strongly recommended by the School that candidates attend at least one mainstream disciplinary conference over the period of their candidature.

Funding will not cover costs towards the editing or publishing of work, nor will it cover costs towards the purchase of any equipment. Funding is also unavailable to hire personnel to assist with research activities.

Funding requests for other research-related items will be assessed on a case-by-case basis, but must be accompanied by a memo (supported by the RHD student advisor) to the Head of School justifying the request for support as it relates to the student’s degree program.

It is also recommended that any associated tax invoices and receipts are retained in the event of unanticipated costs occurring. Also, you may be requested to be able to substantiate any funding claims.

Students whose travel includes a personal component of 50% or more of the total absence may only apply for 50% of the allocation. This applies for all travel whether funded by the School or covered under a research grant etc. Any travel request that contains a personal component should be supported by the “Dual Purpose Travel Calculator” form which is available on the School intranet SHOPP.

Please note the level of annual funding forms part of the School’s overall budget. As such there is no guarantee that funds will be available. Applications should be made as early as possible.

**Application**

Applicants are asked to plan ahead and submit their application form as early as possible as funds can be exhausted early in the year: the “Application for Research Funding – RHD Students” form available on the School Intranet SHOPP (<http://www.emsah.uq.edu.au/school-handbook-of-policies-and-procedures>).

**Submit application forms to Angela Tuohy, RHD Administrative Officer:** **rhdcommarts@uq.edu.au**

Notification will be sent via email once an application has been approved.

**Acceptance Procedure**

The notification email will include

* an Offer Letter
* an Acceptance Form
* a Reimbursement Form
* a Travel Notification Template

Please complete the Acceptance Form (including your full banking details), the Reimbursement Form and the Travel Notification Template, and return both to the RHD Administrative Officer, Angela Tuohy: rhdcommarts@uq.edu.au.

NB: the Acceptance Form must include an actual signature – a scanned copy of the form is acceptable.

You are required to make your own travel arrangements and bookings. Please note that **no reservations or payments should be made prior to receiving the offer letter approved by Head of School.**

**Insurance**

The Travel Notification spreadsheet will be submitted to the Insurance Office on your behalf and you will be supplied with a Travel Notification Reference Number once approved. This provides cover under the UQ Travel Insurance policy to the traveller provided they are a current UQ student.

All travellers are requested to access the UQ Finance and Business Services website <http://www.fbs.uq.edu.au/travel-at-uq> to familiarise themselves with UQ travel policy, field trip risk assessments (<http://www.fbs.uq.edu.au/docs/travel/field_work_approval.pdf>), travel insurance, and other related items before applying for travel.

**Fieldwork**

If your application involves any fieldwork, you must complete the Online Fieldwork Safety Training Module prior to departure. A copy of the certificate showing proof of successful completion must be attached to your travel form. It is also important to read and understand the Fieldwork & Work Off-Campus OHS Guidelines.

**OTHER**

* Applications may not be made retrospectively
* Cash passports are not available for RHD students