

Research Funding for HDR Students

Research and Conference support funding is available to Higher Degree by Research (HDR) candidates by way of application to the ISSR HLO. PhD Students are eligible to receive up to \$3,500* over the duration of their candidature (and MPhil \$1,750). Any proposal for research funding must accord with the student's academic progression and only confirmed candidates are able to apply. Official approval from ISSR should be obtained before committing any funds, as we cannot guarantee your application will be successful.

Research Funding

Confirmed HDR students may apply to the Institute's Director of Research Training (DRT) with support of their Principal Advisor for financial assistance to help defray the costs associated with completing their research. Appropriate expenses may include items like professional development/skills training courses, business cards if attending a conference, postage, printing and data management costs associated with survey research, specialised software, and travel expenses associated with fieldwork research.

Conference Funding

Confirmed HDR students are encouraged to present a research paper at a minimum of one major professional conference throughout their candidature. The Institute also offers financial support for this type of activity, including registration fees, flights, associated transport, accommodation, meals and incidentals. Funding will only be made available if the applicant is presenting a paper at the conference. Students are encouraged not to spend the total amount of their research funds on a single conference, unless this had significant and demonstrable benefits to their candidature.

Guidelines

- The level of research/conference funding available is subject to change depending on Institute financial circumstances. Students are not 'entitled' to funding up to the total cumulative limit. This is the maximum that can be applied for. The DRT, in collaboration with the ISSR Executive, will determine the allocation of funds on the basis of availability in each particular funding cycle.
- In most cases the maximum students can apply for in any given year is \$2500 for field work and conference funding (however specific cases requiring more than the usual funding in a calendar year can be considered).
- Funds must be spent within 12 months of being allocated and where possible in the calendar year they are awarded. Successful applicants who do not intend to spend all of the funds made available should notify the HLO to this effect so that the funds can be reallocated.
- This policy only provides a baseline of funding to HDR candidates and doesn't preclude an ISSR Program Leader from providing additional funding if appropriate/available.

* If transferring to ISSR from another enrolling unit the below pro-rated approach to research funding will be applied: **Pre-confirmation** - 100% research funding in line with ISSR research funding policy. **Between confirmation and mid-candidature** - Pro-rated research funding dependent on the candidates progress between these milestones and access to funds at prior enrolling unit. **Post mid-candidature** - Individually determined based on pro-rated amount and access to funds at prior enrolling unit/s. The HLO will work with the candidate, the advisor and the previous enrolling unit/s to determine the level of funding available at the time of commencement.

General Procedures & Application Forms

The funding application form can be accessed on the Institute's [website](#).

Completed applications should be submitted to the [Director of Research Training](#) for final approval.

In making decisions about individual research project applications the Principal Advisor and Director of Research Training will take into consideration the following criteria:

1. that the proposed expenditure will facilitate research leading to the completion of the degree;
2. the clarity and feasibility of the research plan and proposed methodology;
3. evidence that the research is being conducted in the most cost-effective manner;
4. the justification of detailed budget items and their eligibility for support.

The HLO will advise all applicants in writing of the outcome of their funding application. The outcome of all applications will be reported to the ISSR Postgraduate Committee.

Please allow at least two weeks for HDR funding applications to be approved.

If you need help preparing your application please contact the HLO.

Please be aware of all terms and conditions around [HDR travel](#).

UQ travel scholarships



The **Candidate Development Award (CDA)** is an award focusing on the broader development skills of HDR students – skills which are transferable, cross-disciplinary, and professional. These skills will enhance employment opportunities after the degree. The award value is up to \$5000 and you must be a confirmed candidate at the time of application. Travel should support one or more of the following: Professional Development Opportunity, A placement, an Industry experience, conference presentation. For further information refer to

the Graduate School Scholarship web page:

<https://scholarships.uq.edu.au/scholarship/candidate-development-award-cda>

Advice for preparing your budget

Airfares

When preparing a budget for travel students should obtain a quote, bearing in mind that the price of an airfare is subject to fluctuation. Students will not be able to confirm any bookings until after their travel has been approved by the Postgraduate Coordinator, and funds transferred to their account.

HDR candidates undertaking travel relating to their program are [not required to use Campus Travel for bookings](#). Travel undertaken by HDR candidates that relates to their program should not be entered in Unifi.

Cab Charge/Mileage

Taxi costs are usually not covered for HDR Students. If you plan to use your own vehicle, the University will provide a Mileage Allowance upon receipt of a completed Mileage Claim Form, providing that the total cost does not exceed the price of an economy airfare to the same destination. Find the mileage claim form [here](#). Email this form to hdr.issr@enquire.uq.edu.au as you are submitting your travel application, and to finance.transactions@hass.uq.edu.au upon completion of the trip.

Accommodation/Meals

The University's Finance and Business Services website calculators should be used to budget for accommodation, meals and incidental living expenses. ISSR will fund up to 70% of the allowance available to the lowest academic appointment salary group. This includes accommodation, meals and incidentals. See this site for more information: <https://travel.uq.edu.au/home>.

Other Expenses

Other budget items, such as conference registration, should be based on the full quoted cost less 10% GST.

Non-claimable Items

Funding is not available to pay for the purchase of:

1. Computers or computer peripherals;
2. Equipment or services normally available within the Institute or free-of-charge within the University;
3. Travel insurance;
4. Research Assistance.

Travel Insurance

The Institute does not recommend student to travel without sufficient travel insurance. You are responsible for determining your insurance needs and for arranging adequate cover. In most circumstances students are covered by the University's [Student Travel Insurance Policy](#), but it **must be approved by your advisor to be valid**. Additional travel insurance will not be covered by Institute funds. Information about UQ Travel Insurance can be found here: <https://governance-risk.uq.edu.au/functions-and-services/insurance/travel-insurance>. Please ensure your travel is registered with [ISOS](#).

HDR Funding application process

1. After having obtained quotes from UQ Travel, the HDR candidate should submit the completed Research Funding Application Form (with approval from the candidate's principal advisor) and ISSR Research Funding - Budget Template to the DRT.
2. The DRT will assess your application and confirm whether the Institute supports you request for funds.
3. Once endorsed, the DRT will return the signed Research Funding Application Form to the Operations Manager to confirm funds are available. Please allow ample time for this process to be completed.
4. When funding is confirmed, the HLO will send a response email to the student with all relevant forms and the ISSR HDR Research Funding - Bank Details with instructions that the HDR candidate must complete the Bank Details form and email all forms to finance.transactions@hass.uq.edu.au (and CC in hdr.issr@enquire.uq.edu.au) with the email titled 'HDR funding - SURNAME First name - Student Number'
5. It can take up to 4 weeks for funds to clear in the HDR applicant's bank account

