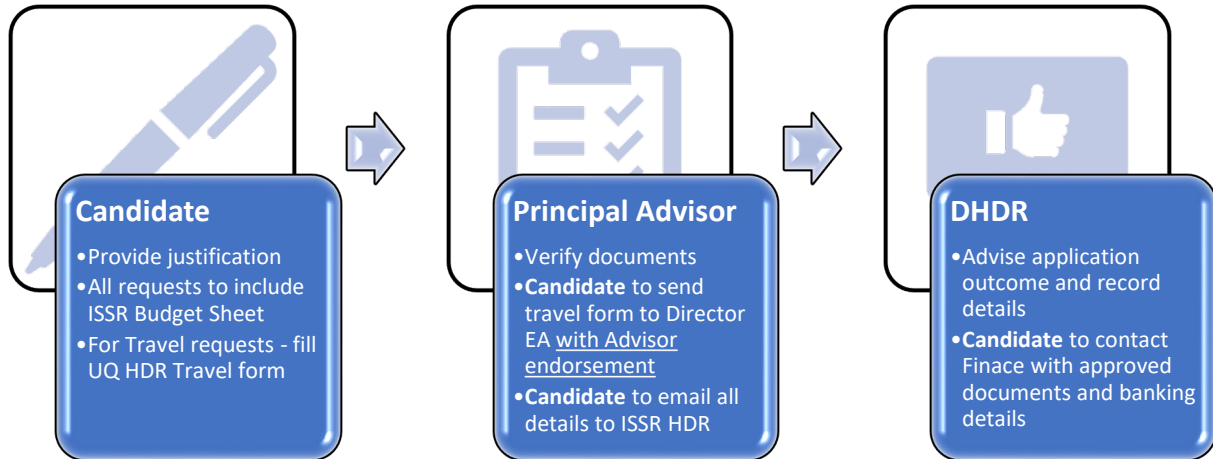


## 2023 ISSR HDR Research Funding Guidelines



HDR Research Funding at ISSR is intended to support the professional and career development of HDR students into researchers with experience that will support their development within the Institute, and within and beyond the University (UQ).

### Eligibility and value

Only confirmed students are eligible to apply, and any application for Research Funding must fit with the student's academic progression. HDR Students are eligible to receive up to \$3,500 over the duration of their candidature (and MPhil \$1,750).

The \$3,500 (or \$1,750) is not an entitlement and represents the maximum that a student can apply for during their confirmed tenure. There is a maximum limit of \$2,500 in a calendar year. ISSR also reserves the right to change the Research Funding value depending on the University's and the Institute's financial circumstances.

All allocated Research 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 or cannot spend all the allocated funds in the nominated time period, must notify the ISSR HDR Training Director so that the funds can be reallocated.

Official funding approval from ISSR is required before committing any funds, as not every funding application is guaranteed a successful outcome.

### Allowable expenses

The Research Funds are intended to support the following:

- Training courses
- Specialised software

- Expenses associated with field work e.g., travel, incentives, transcription
- Thesis editing/proofreading
- Conference attendance (registration, air and ground transportation, subsistence, etc.) – with the requirement that the student is presenting a paper at the conference.

The Research Funds are not intended to support the following:

- Computers or computer peripherals
- Equipment or services normally available within the Institute or free-of-charge within the University
- Travel insurance
- Research assistance.
- Meals included in conference package or on any days of private travel.

Additional funding requests outside those eligible listed above will require discussion and approval of your Principal Advisor and the ISSR HDR Training Director and be aligned to the student's academic progression.

### **Application process**

Applicants must first discuss their intended funding ideas and needs with their Principal Advisor. If the student and/or their Principal Advisor remain unsure about the eligibility of what they have discussed, the student and their Principal Advisor are encouraged to discuss the resourcing required with the ISSR HDR Training Director prior to completing a funding application form.

The funding application form is available on the ISSR [website](#).

Applicants are encouraged to liaise with their Principal Advisor to ensure the funding request adheres to the relevant UQ policies and procedures. Please refer to the Graduate School guidelines on student travel. ([HDR Travel - Graduate School Career Development Framework - University of Queensland \(uq.edu.au\)](#))

The completed funding application form need to be signed by the student applicant and their Principal Advisor and emailed to the ISSR HDR Training Director ([issr.hdr@uq.edu.au](mailto:issr.hdr@uq.edu.au)) for approval.

The ISSR HDR Training Director will assess the application and make a funding outcome decision based on the following criteria:

- Proposed expenditure is allowable expenditure
- Proposed expenditure will facilitate research leading to the completion of the degree
- Clarity and feasibility of the research plan and proposed methodology
- Evidence that the research is being conducted in the most cost-effective manner
- Justification of detailed budget items and their eligibility for support.

The application is then sent via email to the Deputy Director (Training) for final approval. The ISSR HDR Training Director will notify the applicant in writing of the outcome of their application within two weeks of receiving the funding application form. The ISSR HDR Training Director will ensure that the outcome documented, and the application is saved centrally for record purposes.

### **More information**

For any additional information or to discuss an application or outcome, please email the ISSR HDR Training Director ([issr.hdr@uq.edu.au](mailto:issr.hdr@uq.edu.au))