School of Social Science

Application for HDR Research Support Funds

**Instructions**

This form is to be used for fieldwork, research and conference travel expenses as part of the research support funds offered to current and confirmed HDR Students in the School of Social Science. The form should be completed in accordance with the School of Social Science Policy on Financial Support to HDR students (<https://social-science.uq.edu.au/higher-degree-research-funds-policy>). The completed form should be submitted to the School’s Director of HDR. The School’s HDR Committee will consider requests based on the information provided in this form. Once approved, you will need to send your Offer Letter to finance with your banking details.

**Candidate, program and request details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate name** |  | | | |
| **Student number** |  | | | |
| **Contact email** |  | | | |
| **HDR program** *(mark with X)* | **PhD** |  | **MPhil** |  |
| **Study mode** *(mark with X)* | **FT** |  | **PT** |  |
| **Type of last milestone** |  | | | |
| **Date of last milestone** |  | | | |
| **Ethical clearance number** |  | | | |
| **Amount requested ($)** |  | | | |
| **Amount expended to date ($)** |  | | | |

**Project details**

Provide a 100-word summary of the HDR project focusing on the aims, significance & contribution.

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**Budget and justification**

In no more than 1 page and using the following table, outline your budget and budget justification. Make sure that you have read and understood the School of Social Science Policy on what can and cannot be requested.

|  |  |  |
| --- | --- | --- |
| **Budget item**  (*Use the categories provided)* | **Cost ($)** | **Justification**  *(Clearly explain how the requested funds will be used and why they are necessary for the successful completion of the project).* |
| **Travel, Accommodation & Subsistence** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Fieldwork Expenses** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Other Expenses** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | $ |  |

**Endorsement and approvals**

|  |  |  |
| --- | --- | --- |
| **HDR Candidate** | | |
| *Name* | *Signature* | *Date* |
|  |  |  |
| **Principal Advisor** |  |  |
| *Name* | *Signature* | *Date* |
|  |  |  |
| **Director of Higher Degree Research** |  |  |
| *Name* | *Signature* | *Date* |
|  |  |  |