School of Social Science

Application for HDR Research Support Funds

**Second Computer Monitor**

**Instructions**

Research funds may be used to purchase a second monitor for use with a computer already available to candidates in the School's HDR Open Spaces. The second computer monitor **must** be procured through the UQ system via UQeMarket and the monitor will remain the property of the School. The steps involved in this process are as follows:

* Candidate emails the IT team to obtain details about the monitor, including brand, size and cost (email help@its.uq.edu.au with a carbon copy (cc) to a.farhad@uq.edu.au)
* Candidate submits funding application to DHDR
* Candidate emails a copy of their approved offer letter to hass.finance@uq.edu.au
* Candidate confirms order with IT via e-mail (help@its.uq.edu.au with a carbon copy (cc) to a.farhad@uq.edu.au) and IT shares the basket with HASS Finance Transactions team.
* Finance completes the order and has it delivered to the School.

Please complete the details below, including endorsement from your Principal Advisor and e-mail the completed form to the DHDR.

**Candidate, program and second monitor details**

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Student number** |  |
| **Contact email** |  |
| **HDR program** *(mark with X)* | **PhD** |  | **MPhil** |  |
| **Study mode** *(mark with X)* | **FT** |  | **PT** |  |
| **Last progress review** |  |
| **Date of last progress review** |  |
| **Ethical clearance number** |  |
| **Cost of computer monitor ($)** |  |
| **Amount expended to date ($)** |  |
| **Computer monitor details as per UQeMarket (e.g. brand, size)** |  |

**Justification**

Provide a justification for the purchase of the second monitor. This may include, for example, a description of the relevant research methods or reference to a Student Access Plan. Note that convenience is an insufficient justification.

|  |
| --- |
|  |

**Endorsement and approvals**

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