ANU School of Demography

HDR Guidelines for Applying for Research and Skills Development Support

Document Type	Guideline
Effective Date	1 May 2019
Approved By	Head of School of Demography
Related Content	Research Awards Rules ANU Policy: Higher degree by research – candidature ANU Guideline: Minimum allocation of resources for research students

Overview

The ANU School of Demography ("School") is committed to providing its HDR students with the best possible support for their research and skills development within appropriate budgetary bounds. The objective of this support is to assist each research student to complete their thesis by funding expenses such as conference travel, fieldwork, data collection and necessary external coursework. Each School of Demography student is eligible to apply for up to $6,000 in School support over the lifetime of the PhD. Each application is assessed on its own merits by the Chair of the student's supervisory panel and the Head of School.

Funded activities

Funding available for HDR student research and skills development may support:

- Travel costs associated with attendance at domestic or international conferences in the field of Demography and Population Studies or directly relevant to the student's studies. Funding may be available for students who have been accepted to give an oral or poster presentation or who demonstrate the benefits of attending to their studies.
- Fieldwork and data collection, including travel, accommodation, recruitment, accessing and paying for secondary datasets (e.g. HILDA, DHS).
- Training, workshops and student placements at outside Universities or Institutes (e.g. Max Planck Institute for Demographic Research) which address a skill or knowledge gap identified in the student's milestone reporting. Students are expected to apply for any other funding or in kind support that might be associated with these activities.
- Other activities identified by the student and supervisory panel and with the agreement of the Head of School.

Funding conditions

Funding will only be considered under the following conditions:

- Students have prepared or submitted an application for a [Vice-Chancellor's HDR Travel Grant](). If students are not able or eligible to apply (e.g. because they have previously received a grant in their studies), this should be documented. See below for more information.
- Students have completed and submitted a '*School of Demography - HDR Funding Applicatio*n' with supporting evidence. This must be approved by the Chair of the student's supervisory panel and the Head of School – or appropriate proxies (e.g. acting Chairs/Heads).

Funding is restricted to activities directly related to a student's HDR studies. Students may take personal leave while on funded travel, but personal funds should be used for the personal leave taken. HDR funding is not to be used to fund personal leave *only.*

Funds required for students who are presenting work as part of paid employment within the School are separate from HDR funding. Employment-related travel should be funded by the employment supervisor. This funding is not related to individual HDR funds. If a student is presenting research from both their HDR studies and employment in one trip, a combination of HDR and project costs should be applied for. Please speak to your panel Chair, employment supervisor and Head of School about this arrangement.

Funding is only to be paid to support activities of the student, not travel companions; although, consideration may be given to supporting students with caring responsibilities, e.g. children.

Eligibility to apply for funding within the total available is forfeited upon a student's PhD conferral.

Sourcing quotes

Students are required to source quotes for any activities. Quotes are to be provided as supporting evidence with HDR funding applications and Travel Approval eforms. Students must ask the University's travel agency provider (currently STA Travel) for a quote on any travel; however, neither the student nor the School are obliged to accept the quote if there are less expensive alternatives available. Student Administrators can provide contact details for the travel agent.

Students are expected to source lowest cost options within reason and to the extent practicable. Students may opt for more expensive options, but should bear in mind that this will adversely affect the amount of funding available under the $6,000 cap for future activities.

In preparing quotes, students must ensure that prices:
- are quoted in Australian dollars;
- include all taxes and surcharges; and,
- will be available at the time of the purchase (i.e. are not a short-term special).

In preparing funding applications, students are encouraged to apply for a level of funding that they are reasonably certain will still cover costs at the time of purchase. Students should be mindful that costs for flights and accommodation can fluctuate greatly between the time of sourcing quotes and the time of purchase. Given this fluctuation, it is reasonable to ask for a slightly higher amount than the expected lowest available cost, or provide quotes for options that may not be the least expensive, but appear to be in plentiful supply. It is better to apply for more funding than is actually needed rather than less. Students are encouraged to ask supervisors for advice.

Managing funding

Students and supervisory panels are encouraged to develop a plan for undertaking funded activities over the course of their studies as part of their Thesis Proposal Review (TPR). Students are not bound by this plan. Rather it is intended to help identify and prioritise the types of activities that will be of most benefit to students.

Students seeking funding for upcoming activities should, in the first instance, speak to the Chair of their supervisory panel. Students and Chairs can then discuss with the Head of School. Alternatively, and with the Chair's approval, the student may submit a funding application and then discuss with the Head of School if necessary.

Activities will be typically paid for with one of the School's corporate credit cards. School Administrators can assist with this. Travel sourced through STA Travel will usually be billed directly to the School. Students may also apply in the Travel Approval eform to pay for activities themselves and receive reimbursement. This option will be permitted where:
- students are sharing the costs of activities with other students and/or unfunded travel companions, or
- students must pay for activities in cash and/or cannot pay in advance (e.g. for ground transport), or
- in other circumstances in which approval has been granted in the Travel Approval eform.

Students are required to keep the following documentation, at least until completion of funded activities:

- The completed HDR funding application and letter of approval
- A notification that the Travel Approval eForm has been approved
- Receipts or tax invoices for payments made
- Quotes sourced independently and from the University travel agency provider

Students are to provide School Administrators with Travel Approval eform notifications and receipts as soon as possible. Student expenditure is tracked by School Administrators and students and supervisory panels are able to request information on how much has been spent.

Funding variations

Minor variations to approved funding (+/- $300) under any given funding application are to be expected and do not require further approval; this will be taken into account overall funding available to each student.

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Application Process Overview

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Step 1. Prepare funding request

- Complete your Thesis Proposal Review (TPR) milestone and the Research Integrity Training (RIT) online module
- Discuss your planned travel with your Chair of panel

Step 2. Compile funding request application

- Complete a '*School of Demography - HDR Funding Application*'
- Attach quotes and other supporting evidence for the expenditure
- Attach documentation outlining trip (for conference/fieldwork funding)
- State the reason for the funding request and how it will assist your PhD

Step 3. Submit application and obtain approval

- Send completed funding application form and all supporting documentation to your Chair of panel for discussion
- Once your Chair has completed it, send application and all supporting documentation to the HDR Administrator to organise remaining approval
- All documentation will be sent to the Head of School for approval
- If funding is approved, you will receive a letter from the Head of School confirming the amount
- Attach this letter to Travel Approval eForm and make sure your bank account details are correct in ISIS

Step 4. Submit Travel Approval eForm (if applicable)

- Once you have received the funding confirmation letter you may lodge your travel application via the Travel Approval eform. Please attach funding confirmation letter to your Travel Approval eForm as well as draft itinerary, quotes for airfares, etc.
- Once approved you will receive an email confirmation; please forward this confirmation to the HDR Administrator