

Application Form for HDR Direct Funding

Student name:

Department: **PHILOSOPHY**

Date of application:

Amount requested:

Funding categories (Please tick (✓) relevant ones):

- purchase of equipment (*See Note 2 below*)
- local or international research or conference travel (*See Notes 3 & 4 below*)
- photocopying
- IT training (if not offered by Library)
- thesis proof reading/sub-editing
- thesis binding
- others, please specify:

Notes:

1. All applicants should provide separately:
 - (i) Details of how the research expenditure in question will contribute or has contributed to the thesis research project.
 - (ii) If request is for research travel expenses, specify location and nature of research activity and provide an itinerary.
 - (iii) If request is for reimbursement of purchases, please itemise purchases.

2. Equipment purchased by University funds will remain the property of the University and must be returned at the time of the completion of candidature.

3. All HDR candidates who plan to travel for research purposes both within Australia and overseas are required to fill out an **HDR Candidate Travel Form** to be approved by their supervisor and Dean of Division. The form is available on the Division of SCMP website, Higher Degree Research Section (<http://www.scmp.mq.edu.au/hdr/hdr.html>) - "Travel Forms" (at bottom of webpage).

4. No reimbursement of expenses is possible without production of receipts/tax invoices. All travel arrangements must be made through the on-campus branch of STA.

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Signed: (signature of Student)

Signed: (signature of Supervisor)

Signed: (signature of Head of Department)

Completed application form is to be submitted to Departmental Administrator.

Records updated (*Signature of Departmental Administrator*)