

RHD candidates who are undertaking projects predominantly within the CHRC and whose principal advisor is a staff member of CHRC are invited to apply for up to a total of \$3,000 per annum pro-rata per candidate to support their research training. Funds are primarily for conference and project related travel, but may also be used for other candidature-related expenses (e.g. a computer, training workshops, lab placements, or access to scientific facilities), as agreed between the candidate and their principal advisor.

ELIGIBILITY & CONDITIONS – For additional information see Fact Sheet

- All RHD candidates who are undertaking projects predominantly within the CHRC and whose principal advisor is a staff member of CHRC can apply for up to a total of \$3,000 per year to support their research training. PhD students may apply for funding each year for a maximum of three years. MPhil students may apply for funding each year for a maximum of 2 years.
- Students may not concurrently receive RHD support funds from other schools, centres or institutes within UQ
- Funds will not be awarded retrospectively
- As a guide, applications from new candidates will be accepted only once the census date for the research quarter of first enrolment has passed. Applications can be made at any time during candidature up until thesis submission and subject to maintaining satisfactory progress in accordance with UQ rules, e.g., attainment of milestones. Applications for international conference travel prior to confirmation will only be considered with adequate justification.
- Conditions apply to applications submitted in the final stages of candidature: late-stage applications for conference travel will only be considered for students presenting data from their thesis at a conference to be held within 6 months of the application date.
- Any unspent funds will be forfeited at the end of candidature.
- Computers or equipment bought with the money remain the property of the School and must be returned at the end of candidature.

TO ACCESS FUNDS

- Discuss your intended purchase with your principal advisor.
- Complete a single application (including all expenses) for each purchase item or travel event. Requests for additional expenses or requests for total amounts less than \$100 will not be processed.
- Attach the appropriate documentation (in the form of quotes and/or a travel budget spreadsheet).
- Send the completed and endorsed paperwork to the CHRC Finance team – mbs.finance@uq.edu.au
- The Finance team will review your applications against eligibility rules and will contact you and your advisor to confirm process for gaining travel approvals and/or purchasing listed items.

TIMELINE FOR PROCESSING

- Applications for **non-travel** related expenses will take **3 weeks** to process.
- Applications for **travel** related expenses should be submitted at least **6 weeks prior to any purchase deadlines** (such as early bird registration).
- Universities funds cannot be accessed prior to completion of all travel approvals (including Unifi travel approval); processing of late applications cannot be prioritised.
- The student support fund cannot be used to retrospectively reimburse purchases made prior to granting of travel approvals. Reimbursement will only be possible for future purchases made after travel approval has been granted (e.g. local transport expenses included in your budget).

1. Candidate's Details

Candidate's Name	<input type="text"/>	Student Number	<input type="text"/>
Email	<input type="text"/>		
Principal Advisor	<input type="text"/>		

UQ Connect or student email only – do not use staff or personal email address

Program:	PhD	<input type="checkbox"/>	MPhil	<input type="checkbox"/>
Enrolment status:	Part-time	<input type="checkbox"/>	Full-time	<input type="checkbox"/>

2. Proposed Purchases

Please add extra lines if proposing to purchase multiple items

Estimated cost (\$)

Description of purchase		Estimated cost (\$)

If requesting to purchase an item of equipment, I have attached a quote Yes N/A

If requesting funds to travel, I have attached a completed travel budget spreadsheet Yes N/A

3. Endorsement

		Date
Candidate signature	<i>I certify that I have completed this form and travel budget truthfully and correctly. I agree to comply with all Support fund rules including submitting applications as per instructions given.</i>	
Principal Advisor signature	<i>I certify that the proposed purchase will be beneficial to the applicant's candidature. I understand that the support fund cannot be used to reimburse any payments made prior to travel/purchase approvals being granted.</i>	

CHRC Finance Office use only

Eligibility confirmed: Approved Part Approved Approved up to a limit of:

Comments:

Finance Team Approved Part Approved Approval amount: