

# HDR funding application

## Other funding

### Crawford School of Public Policy

#### Overview

To apply for funding, you must be an enrolled Crawford School HDR student, had your TPR approved, have all your other milestones up-to-date, and have not yet submitted your notice of intention to submit (NOI); funds will not be provided for use after submission. Funds must be used to progress research that is integral to your thesis. Your chair of panel must be a continuing academic staff member of the Crawford School.

A sub-committee of the HDR committee will consider funding applications at the committee's quarterly meetings. Check the [crawfordphd.com funding page](https://crawfordphd.com/funding-page) for the date of HDR Committee meetings. **All funding requests must be made two weeks in advance of the next scheduled committee meeting** to allow the HDR committee to assess the appropriateness of the request. Accordingly, **no retrospective applications will be accepted**. This means that **you must submit your application before your activity commences and before the committee next meets**. **No reimbursement** for activities already undertaken will be provided.

Your application will be favourably viewed if you can demonstrate that you have also sought funding from other sources and that you have participated in the intellectual activities available to you at Crawford. You must have successfully completed your mandatory research integrity training and your annual research plan, and your TPR must be approved by your supervisor. All other relevant milestones must be up-to-date and approved before applying for funding. You will not be given funding until your full panel has been appointed; if you do not have a full panel, the HDR-Committee will reduce or reject your request. Funding may be approved pending ethics approval.

Under normal circumstances, the maximum total amount of funding that any one student will receive over the life of their candidature is \$7,000. Whilst we appreciate that your costings will be indicative, we ask for a reasonable justification of the dollar amounts you are claiming for funding. Funding is not an entitlement; all applications are assessed on academic need and the strength of the case. Here is some important information you should be aware of:

- Your milestones need to be up-to-date.
- Please submit your application at least 2 weeks before the next HDR Committee meeting. Check the [funding page at crawfordphd.com](https://crawfordphd.com/funding-page) for dates.
- If you intend to travel, you need to submit an [ANU Travel Approval eForm](#) and have it approved before departure. You are reminded that travel will be covered by the ANU Travel Insurance Policy only if you have completed the Travel Approval eForm.
- It will be looked upon favourably if you also apply for funding from other sources, such as from the [Vice-Chancellor's HDR Travel Grants](#), which provide partial funding for travel and other costs.
- It will be looked upon favourably if, where possible, you are engaged in the intellectual activities provided to you for free at the Crawford School (for example, regular attendance and participation in seminars and local conferences, and dedicated Crawford PhD events). The supervisor's supporting statement should comment on such activities.
- All enquiries should be made to the HDR Administration Officer via [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au).
- All submissions should be made to the HDR Administration Officer via [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au). Please remember to include your student number as well as a subject line along the lines of, 'CRAWFORD PhD: HDR funding request, [insert your name and student number]'.

## Other funding

Requests for 'other' resources will be considered by the HDR Committee. Prior to applying for funding you must have completed all of your milestones. Your request should include:

- A statement of why the resource is required for progression of your thesis
- A clear estimate of quote for the cost of the resource(s)
- Supervisor's supporting statement (see the form)

The HDR Committee may request information in addition to that listed above at its discretion once the nature of the funding request is understood.

For other funding, we will not fund:

- Mobile devices and computers
- Books, journal subscription, or similar
- Pre-fieldwork (funding for this must be applied for under the fieldwork funding category)

### **A note on data, training, and software**

Please note that some data, training, or software are already available to students free-of-charge. If you need a particular software program to complete your thesis, first view the information at [crawfordphd.com](http://crawfordphd.com) regarding [Making a software request](#). All data, training, and software needs must first be discussed with your supervisor.

## Applicant to complete

Student name

Student number

ANU email address

Scholarship details, if you are on scholarship

My milestones are up-to-date

Program

Date of program commencement

Yes

ECO

No

POGO

NSC

RE&D

Expected date of submission

Names of panel members

### Checklist

TPR has been presented, submitted in ISIS, and approved

All other milestones are up-to-date

I have a full panel appointed

Supervisor's supporting statement is attached

A statement of why the resource is required for progression of your thesis is attached

A clear estimate/quote of the cost of the resources is attached

I have not submitted my notice of intention to submit (NOI)

Comments

Student's signature

Date

## Supervisor to complete

Ask your supervisor to complete this section

Supervisor name

Position held on panel

ANU email address

Supervisor's endorsement

Yes

No

Supervisor's statement

Provide a statement outlining how the student will benefit from the requested funding. You might like to consider the following:

- Will the proposed resources progress the student's research?
- Is the estimate of the resources requested realistic?
- Has the student participated in the intellectual activities available to them at Crawford?

Supervisor's signature

Date

## Travel approval

When you travel for conferences, fieldwork, and so on, you need to complete an [ANU Travel Approval eForm](#). This also acts as your travel insurance. If you have submitted but not yet received an approval for admission to the degree letter and you are travelling on university business, you should also still submit an approval form.

Once you have email confirmation that part or all of your funding request has been approved by the Committee, there are a few fields in the online form where you need the following information to complete the application

- Payment method: "Direct payment" must be selected. If "Advance payment" is ticked, funds received via advance payment will have to be repaid in full.
- Domestic travel delegate: Nick Walsh
- International travel delegate: Helen Sullivan

## How to submit your form

Once complete, please email this form and any attachments to [cap.hdr@anu.edu.au](mailto:cap.hdr@anu.edu.au) with the subject line, 'CRAWFORD PhD: Funding application, [your name, your student number]'.

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## Delegated Authority approval

OFFICE USE ONLY. DA ONLY TO COMPLETE

Approved                      Amount approved

Yes

No

Comments

DA signature

Name of DA

Date