

# HDR funding application

## Fieldwork 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]'.

## Fieldwork funding

Fieldwork funds should be used to progress your research and this research must be integral to your thesis. Fieldwork refers to the collection of primary data for the purpose of meeting a specific research goal, and that is directly used in the final presentation of the research (i.e., the thesis). Examples of fieldwork include undertaking participant observation, conducting interviews and focus groups, and undertaking surveys or similar data collection methods that require direct engagement with participants. Pre-fieldwork, or 'scoping' work, that must be legitimately carried out in order for the formal fieldwork to proceed is counted under this funding category; however, your TPR must still have been approved before funds for pre-fieldwork will be released. Experiments are not counted as fieldwork as they are typically conducted in a controlled environment. The collection of secondary data and attendance at meetings and similar are also not defined as fieldwork as they do not involve the collection of primary data that will be used in the final presentation of the research.

Students going on fieldwork must undertake the requisite fieldwork and risk management training required by ANU. Where required, ethics approval must be obtained before funding will be approved (funding may be approved conditional on ethics approval). Ethics approval is not necessarily required for pre-fieldwork or 'scoping' work, and therefore such funding can be released separately from funding for research that requires ethics approval. Whilst we appreciate that your costings will be indicative, we ask for a reasonable justification of the dollar amounts you are claiming for funding.

According to academic need, the following will be considered for fieldwork funding:

- Airfares
- Certain local transport (not including hire/private cars and drivers unless there is a demonstrated safety concern)
- Visas
- Required immunisations (as recommended by [smartraveller.gov.au](http://smartraveller.gov.au))
- Contribution towards translating, if required
- Contribution towards short-term accommodation, where required

For fieldwork, we will not fund

- Research assistants' salaries or costs (the research should be the work of the student)
- Any staff salaries, payments, or honoraria for research, professional, or administrative staff
- Living expenses (these should be paid for out of your scholarship or earnings)
- Miscellaneous, incidentals, per diems, or similar requests
- Mobile devices or computers
- Gifts for participants or others
- Meals for participants
- Car, bike, or motorbike hire, or the hire of a private car and driver (unless there are demonstrated safety and security concerns)
- Transcription costs
- Visiting fellowships, attendance at meetings, the collection of secondary data, and similar (they do not meet the definition of 'fieldwork', above; however, you may apply to fund such activities in the 'other funding' category)

Arguments for special consideration of otherwise non-funded or special items will be considered on a case-by-case basis. You must bring any specific security or safety concerns to the attention of the Committee.

Applications for fieldwork funding must contain:

- A statement explaining the value of the fieldwork for your thesis
- A statement outlining the fieldwork methods you will use
- A detailed plan of and timeline for your fieldwork (indicative dates are acceptable)
- A detailed breakdown of your budget (screenshots are fine)
- A statement of alternative sources of partial or full fieldwork funding sought
- Confirmation of ethics approval, if needed. Funding approval may be given pending ethics approval, but funds will not be released until proof of ethics approval has been provided. Please provide an email that shows that ethics approval has been granted.
- Confirmation that your compulsory fieldwork and risk management training required by ANU has been successfully completed.
- Confirmation that your First aid: remote area training (if required) has been successfully completed.
- Supervisor's supporting statement (see the form)

To provide evidence of that you have completed the requisite training, please go to ISIS > View training summary and take a screenshot. Attach the screenshot to your application.

## 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

Location(s) of fieldwork

Date(s) of fieldwork

### Checklist

TPR has been presented, submitted in ISIS, and approved

All other milestones are up-to-date

I have a full panel appointed

A statement explaining the value of the fieldwork for the thesis is attached

A statement outlining the fieldwork methods to be used is attached

A detailed plan of and timeline for the fieldwork is attached

A complete budget breakdown, including quotes for travel, accommodation, and other expenses is attached

A statement of any alternative sources of partial or full fieldwork funding sought is attached

Confirmation of ethics approval is attached

Confirmation that the compulsory WHS fieldwork training has been completed is attached

Confirmation that First aid: remote area training (if required) has been completed is attached

Supervisor's supporting statement (see below) is attached

Notice of intention to submit (NOI) has not yet been given

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 fieldwork progress the student's research?
- Is the plan of and timeline for fieldwork realistic?
- Are the proposed fieldwork methods appropriate for the research activities?
- 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