

# HDR funding application

## Conference 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]'.

## Conference funding

Conference funds should be used to progress research that is integral to your thesis. It is expected that conference papers will lead to a peer-reviewed publication so it should be your intention to submit the work for publication soon after your return.

To qualify for conference funding, you must have a paper accepted for presentation at a recognised, academic conference (i.e., not at a for-profit conference or similar). You should consider your strategy for attending conferences and be sure that you are applying at the right time in your candidature; it is essential that you discuss with your supervisor which conference(s) will be most appropriate, relevant, and useful to your research.

Your application will be favourably viewed if you can demonstrate that you have presented the paper in a Crawford or related seminar series (e.g., in the economics, CAMA, environment and resource management, national security, or public policy PhD student seminar series).

Approval may be given pending acceptance of the paper, but funds will not be released until proof of acceptance has been provided. Whilst we appreciate that your costings will be indicative, we ask for a reasonable justification of the dollar amounts you are claiming for funding; screenshots of online quotes are acceptable.

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

- Airfares
- Conference registration
- Conference accommodation
- Required immunisations (as recommended by [smartraveller.gov.au](http://smartraveller.gov.au))

For conferences, Crawford will **not** fund

- Miscellaneous, incidentals, per diems, or similar requests
- Meals

Applications for conference funding must contain:

- Evidence of acceptance of the paper to be presented at the conference
  - A copy of the abstract of paper to be presented or a copy of the paper itself
  - The names of at least two journals or outlets where you will seek to publish your work as well as the SSCI or Scopus or similar index (or indication of the outlet's quality and standing) for these journals or outlets
  - A complete budget breakdown, including quotes for travel, accommodation, and registration fees; screenshots are fine
  - A statement of any alternative sources of partial or full conference funding sought
  - Supervisor's supporting statement (see below)
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## 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

Name of conference

Location of conference

Date(s) of conference

### Checklist

TPR has been presented, submitted in ISIS, and approved

All other milestones are up-to-date

I have a full panel appointed

Evidence of acceptance of the paper to be presented at the conference is attached

A copy of the abstract of paper to be presented or a copy of the paper itself is attached

The names of at least two journals or outlets where you will seek to publish your work as well as the SSCI or Scopus or similar index (or indication of outlet quality and standing) for these journals or outlets is included

A complete budget breakdown, including quotes for travel, accommodation, and registration fees is attached

Supervisor's supporting statement is attached

A statement outlining the rationale for the post-conference publication option you have chosen is attached

A statement of any alternative sources of partial or full conference funding sought 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:

- Is the proposed conference paper of sufficient standard, or potentially of sufficient standard, to be published in a scholarly publication?
- Has the student presented the work internally, such as at a Crawford seminar (for example, in the economics, CAMA, environment and resource management, national security, or public policy PhD student seminar series)?
- How will attendance at this conference benefit the student's research?
- Has the student participated in the intellectual activities available to them at Crawford?
- Has the student sought feedback on their paper from the PhD Academic and Research Skills Advisor?

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