1. PERSONAL DETAILS
Surname: ___________________________ First Name: ___________ Student No: ___________
Email Address: ___________________________
HDR Program:  ☑ PhD  ☑ Research Masters  Current Status:  ☑ Full-time  ☐ Part-time

2. TYPE OF FUNDING REQUESTED
Please indicate what the funds will be used for by ☑ the appropriate box(s) below:
☑ Conference  ☑ Travel/Field work  ☐ Consumables  ☑ Minor Equipment  ☐ Service
☐ Other, please specify: ………………………………………………………………………………………

3. DETAILS OF TRAVEL, PURCHASE OR SERVICE:
Please clearly specify the item(s) for which funds are requested: e.g. conference details, travel dates, consumables details etc. (PLEASE ATTACH EVIDENCE OF ACCEPTANCE FROM CONFERENCE ORGANISERS)

<table>
<thead>
<tr>
<th>ITEM/S:</th>
<th>COSTS $</th>
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</thead>
<tbody>
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</table>

Estimate of Total Costs $ 

4. BUDGET JUSTIFICATION:
Please provide a brief justification for the items requested above as to how they will contribute towards completing the requirements of your research degree.

5. HDR SUPERVISOR APPROVAL:
________________________________________________________________________
Higher Degree Research Candidate Name  Signature  Date
________________________________________________________________________
Supervisor Name  Signature  Date

Completed forms should be submitted together with appropriate quotes and payment details to SHS-PA-HOS@newcastle.edu.au for Head of School approval.

Office Use Only

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<tr>
<th>Balance: $</th>
<th>Amount Requested: $</th>
<th>Final Balance: $</th>
<th>Initial and Date:</th>
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</thead>
</table>

6. HEAD OF SCHOOL APPROVAL:
Approved ☑  Not Approved ☐
________________________________________________________________________
Head of School Name  Signature  Date
The Allocation and Use of Infrastructure Support to HDR Students

Research infrastructure support funding is intended to assist the research undertaken by, and the research training of, the specific HDR student in whose name the infrastructure support funding is allocated. It is not intended as general infrastructure support for the laboratory or group in which the HDR student works.

Although the authorisation for the expenditure of these funds rests with the supervisor(s), the HDR student must be involved in the decision making about how these funds are used. These funds must be expended yearly during the candidature of the HDR student.

The funds CAN be used for:
- Direct costs, consumables, that will be used by the student in their research
- Research related travel by the student
- Conference travel including registration fees for the student
- Attendance by the student at training courses in research methodology etc related to the student’s research project including the cost of consultation with experts (e.g. statisticians)
- Minor equipment costing less than $5,000 (including computers), subscriptions, data access fees etc that will be used exclusively or primarily by the student
- Shared consumables or minor equipment that is essential for the student’s research and where the student is a significant user
- Publication costs for research papers on which the student is either the first or the corresponding author

The funds CANNOT be used for (except see Note below):
- General research support (including equipment) for the group for any aspect of research in which the student is not involved
- Research related travel (including conferences) by other students
- Travel by the supervisor or other research staff except where the purpose of this travel is specifically to assist the research of the student.
- Equipment greater than $5,000 (including computers).

Note: It is recognised that some research students may be able to meet all their research support needs from other sources and/or do not require all of their Faculty student allocation. In such cases, and provided that the student concerned has been consulted and consents to the decision, the remainder of the allocation can be used by the School to support other research students or activities.

Guidelines for candidates who have completed/submitted:
In the case where a HDR candidate has submitted their thesis and is waiting on their result, the following guidelines apply.
- Can be used for conference attendance if it is related to their PhD and/or they are presenting work related to their thesis
- Cannot be spent on research consumables unless examiners reports request additional work to be completed
- Can be used to do further work to extend or enhance the student’s thesis research to the point where it can be published. However, it should not go beyond extra research work necessary to ensure the publication of the work contained in the thesis
- The candidate must be within submission time (previously RTS end date)
- All submissions will be considered on a case by case basis by the Deputy Head of Faculty (Research).
Administration
The funds will be administered and managed at the School level. Funds will generally become available after the census date of 31st of March each year. Any candidate who commences after the census dates of the 31st March (Semester 1) and 31st August (Semester 2) will be funded from the Semester following the one in which they commenced their candidature.

There is a provision for the entitlement to be transferred from year to year (one transfer allowable only) to cover a large expense (e.g. overseas conference), but this must be negotiated and approved by the candidate’s supervisor(s) and managed by the School.

The appropriate use of these funds will be subject to audit.

Student Support Entitlement - 2017
Each student is entitled to a minimum of $1,500 per annum (full-time equivalent). HDR students should contact their School’s research administrator or their supervisor for information on the amount of funding that has been allocated.

Robert Callister
Deputy Head of Faculty (Research) Updated 3rd March 2017