



GRADUATE RESEARCH SCHOOL

HDR Candidate Project Support: Application Process

To access funds to support your Higher Degree Research project, please consult the HDR Candidate Project Funding Guidelines and follow steps as below. Please note, this process applies to HDR candidates from the Faculty of Arts, Social Sciences & Humanities (ASSH), the Faculty of Business & Law (BAL), and the Faculty of Engineering & Information Sciences (EIS). HDR candidates from the Australian Institute for Innovative Materials (AIIM) or the Faculty of Science, Medicine & Health (SMAH) should contact your faculty or institute for a separate process.

PART 1 SEEK APPROVAL

- ASSH & BAL HDR candidates:** Please contact UOW Financial Services Division via ma_request@uow.edu.au or [Service Now](#) to obtain your project, task number and confirm available balance. Specify your full name, student number, Faculty and School, that you are a PhD student, and that you require your available HDR account balance, your project number and project code.
EIS HDR candidates: Please contact your supervisor to discuss the funding amount requested. Your supervisor will contact Powerhouse leader or account owner to confirm your available balance. The Powerhouse leader or account owner will manage the details of the project number associated with the HDR student support funding for your research group.
- Complete the HDR Candidate Project Support Application Form below.
- Send the completed form to your Supervisor for their consideration.
- If your Supervisor approves send the form to your HPS (or to your Powerhouse/account owner for EIS HDR candidates) for their consideration. The HPS (or Powerhouse leader/account owner for EIS) will advise you of their decision.

PART 2 MAKE PAYMENT (SEE SECTION 7)

Once your application is approved, you'll need to select an appropriate payment method:

TRAVEL BOOKINGS

All UOW funded travel must be booked through FCM. Contact Graduate Research School for assistance or if you have access to the UOW staff intranet, you can use ServiceNow for your travel enquiries. You can log a ticket using the [My Services and Knowledge](#) link on the intranet home page, select Service Points, select Finance Operations, and then select 'Other Finance and Travel Enquiries'.

CREDIT CARD PAYMENTS

Contact Graduate Research School who will help facilitate payment of the approved goods/services online.

INVOICES

Attach the invoice with the approval documentation to Graduate Research School graduate-research-school@uow.edu.au who will process the amount to be paid against your HDR funds.

EXPENSE REIMBURSEMENT

Attach invoices/receipts of payment with your bank details (in section 7).

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HDR Candidate Project Support: Application Form

SECTION 1: APPLICANT DETAILS

HDR candidate name	
Student number	
Student email	
Faculty	
School	
Course	<input type="checkbox"/> PHD <input type="checkbox"/> PHD(I) <input type="checkbox"/> MPHIL <input type="checkbox"/> MRES <input type="checkbox"/> Other:
Principal Supervisor	
Co-Supervisor	
Date of successful RPR	

SECTION 2: FINANCE DETAILS

ASSH & BAL HDR candidates: please attach email evidence from Finance.

Funds Available	Yes <input type="checkbox"/> No <input type="checkbox"/>	Project & Task Number	
ServiceNow Ticket Number <i>if applicable</i>		Date	

SECTION 3: FUNDING DETAILS

Please specify if requesting funds for travel, data collection or other activity (including editing). Provide a brief summary of the activity and relevance towards completion of your thesis.

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TRAVEL DETAILS – PLEASE ATTACH COMPLETED STUDENT TRAVEL BOOKING REQUEST

Dates of travel	
Purpose of travel	
Location of travel	
Name of conference / exhibition / performance	
Name of organising body	
Venue	
Title of paper, presentation, poster or work <i>Abstract and acceptance is to be attached</i>	
Nature of other involvement in event <i>if applicable</i>	

DATA COLLECTION DETAILS

Types of data being collected <i>(primary/secondary)</i>	
Data collection location	

RESEARCH VISIT DETAILS

Dates	
Location	
Name of Institution and Research Group/Leader hosting this visit	
Nature of research to be conducted	

OTHER ACTIVITY (INCLUDING EDITING)

Type of activity	
Further details as applicable	

SECTION 4: PROPOSED BUDGET

Please provide proposed itemised expenditure for consideration. Supporting documentation for each item listed is to be included, for example, quotes, tax invoices, correspondence from conference organiser etc. Add additional rows if necessary

Travel – airfares	\$
Travel – transfers	\$
Accommodation	\$
Registration fees	\$
Editing fees	\$
Other (<i>specify</i>)	
	\$
	\$
Total amount requested	\$

SECTION 5: ACKNOWLEDGEMENT BY APPLICANT

HDR candidate statement	Outline how presenting at this conference / undertaking this visit or activity / making this purchase will benefit your research, your Faculty and UOW.		
HDR candidate signature		Date	

I confirm that the expenses requested are in line with the HDR Candidate Project Funding Guidelines.

SECTION 6: APPROVALS

I declare that the HDR candidate is making satisfactory progress, and that the proposed budget is justified in support of the research activity to be funded.

ROLE	NAME	SIGNATURE	DATE
Supervisor Approval			
Head of Postgraduate Studies (or for EIS: Powerhouse Leader or Account Owner) Approval			
AD-HDR APPROVAL IS REQUIRED FOR EXPENDITURE OVER \$500			
Associate Dean HDR Approval (if required)			

SECTION 7: PAYMENT OPTIONS

Once your application is approved, please select an appropriate payment method:

TRAVEL BOOKINGS

All UOW funded travel must be booked through FCM. Contact Graduate Research School for assistance or if you have access to the UOW staff intranet you can use the UOW travel hub link and access the UOW student booking request form. If you do not have access to intranet please contact GRS to provide the student booking form.

CREDIT CARD PAYMENTS

Contact Graduate Research School who will help facilitate payment of the approved goods/services online.

INVOICES

Attach the invoice with the approval documentation to Graduate Research School graduate-research-school@uow.edu.au who will contact Financial Services requesting the amount be paid against your HDR funds.

EXPENSE REIMBURSEMENT *Please provide:*

Bank name	
Name of account holder	
BSB	
Account number	
Amount to be reimbursed	

SECTION 8: CONFIRMATION OF CHECKS (GRS ONLY)

PROJECT SUPPORT - CLO	PAYMENT PROCESSED DATE	SIGNATURE

SECTION 9: VERSION CONTROL AND CHANGE HISTORY

VERSION NO	DATE EFFECTIVE	APPROVED BY	AMENDMENT
1	23 May 2022	Director, Graduate Research School	Add Section 8 - GRS confirmation of checks