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 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 not will 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 $9,000. 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 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.

• All submissions should be made to the HDR Administration Officer via 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. Your request should include:
- A statement of why the resource is required for progression of your thesis
- A clear estimate or quote for the cost of the resource(s)
- Supervisor's supporting statement, as well as a statement of your own contribution(s) to the school and/or university
- If you are requesting funding for journal article submission, then you need to provide a copy of the paper you will be submitting, as well as indicate when you intend to submit the article.

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 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)

    I have listed my contribution to and engagement in Crawford and/or university activities (dot points are fine)

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.

How to submit your form

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

Delegated Authority approval

OFFICE USE ONLY. DA ONLY TO COMPLETE

Approved   Amount approved

   Yes

   No

Comments

DA signature

Name of DA   Date