

DIVISION OF SOCIETY, CULTURE, MEDIA AND PHILOSOPHY
Department of Critical and Cultural Studies

Application Form for CCS Research Funding: HDR Students

Name: _____ Degree Program: _____

Supervisor's Name: _____ Submission Date: ___/___/___

NB: The departmental fund offers a maximum amount of \$2500 per annum for full-time HDR students and \$1250 for those studying part-time, toward the cost of research related expenses. This fund requires sufficient documentation (tax invoices/ receipts) of all **retrospective** costs (with the exception of travel which **MUST** be booked **ONLY** through STA on campus and paid for only by the university using the STA invoice provided by you). Where applicable, conference details and travel itineraries should also be provided. Applications without sufficient time for processing, documentation or supervisor endorsement will not be considered. This form must be returned (signed and with documentation) to the HDR Convenor or Department Administrator. Where you are applying for a reimbursement, please also include the Office of Financial Services' "Non Order Payment Request Staff or Student" form.

1. **Funding Checklist:** please list other sources of funding (if any) relating to this application and tick where those funds have been granted:

Fund description	Agency	Amount	√
TOTAL APPLIED FOR/ RECEIVED			

2. **Purpose for which funding is requested:**

Purpose	Amount	Balance
Conference Attendance/ Research Travel		
Research materials (consumables)		
Research equipment (sales or lease)		
Sub-editing		
Other (Seek advice and provide details)		
TOTAL		

3. Details of activity/ items to be funded.

Description of the research activity/ items for which funding is sought and how such funding contributes to the completion of your thesis:

4. I have supplied all relevant receipts, invoices and documentation.

Signed Date.....
HDR Candidate

5. Supervisor's endorsement:

I have read through this application and support/ do not support this claim for funding.

Signed Date
Supervisor

6. Approval of Funds

The application for funding has been approved to the following amount:
\$_____

The application for funding was not successful/ amended because:

Signed Date.....
HDR Convenor

Signed Date.....
Head of Department