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THE AUSTRALIAN NATIONAL UNIVERSITY

ANU College of Law

Procedure for the Administration of Higher Degree Research Student Funding by the College

The objective of the HDR Student Funding is to assist each research student to complete their thesis. The student is required to demonstrate how the funds are essential to the production of the thesis.

ANU College of Law research programs are:

- Doctor of Philosophy (PhD)
- Doctor of Juridical Science (SJD)
- Master of Philosophy (MPhil)

There are two types of funding:

- Discretionary Research Grant; and the
- Fieldwork Funding Grant

**PAYMENT SCHEDULE**

	<b>Discretionary Research Grant</b> <i>Application form to be submitted for approval via HDR Administrator to Director of Higher Degree Research and College General Manager</i>	<b>Fieldwork Funding Grant</b> <i>Application form to be submitted for approval via HDR Administrator to Director of Higher Degree Research and Finance Committee</i>
PhD full-time / part-time	\$3,500.00 maximum	\$6,000.00 maximum
SJD full-time / part-time	\$3,500.00 maximum	\$6,000.00 maximum
MPhil full-time / part-time	\$2,000.00 maximum	\$3,000.00 maximum

## 1. DISCRETIONARY RESEARCH GRANT

Discretionary Research Grant funding is available to both full-time and part-time students who are enrolled in research degree programs at the ANU College of Law.

In any one year, there will normally be a limit on the total amount of Discretionary Research Grant funding available. Thus, each application will be assessed on the basis of its merits; on the demand from other applicants; and on the total amount available to distribute by the College. It is in the best interest of the student to apply for funding as early as possible.

### 1.1. How to apply

To access Discretionary Research Grant funding, the applicant is required to seek approval by completing the application form and forwarding it to the HDR Administrator setting out the amount and basis of funds being sought. The Administrator will seek approval from the Director of Higher Degree Research and the College General Manager. The student will be advised of the outcome. (All receipts and or proof of expenditure must be produced as soon as practicable.)

### 1.2. Allowable expenditure

The following is allowable expenditure:

- a) Assistance with the costs associated with domestic or international conference attendance, ie travel, accommodation, registration. In some instances, child care costs.
- b) Incidental research expenses such as inter-library loans, photocopying, postage, etc
- c) Purchase of business cards
- d) Proof reading and thesis binding

### 1.3 Forms of payment/reimbursement

The Student may:

- a) Request that the College pays on your behalf (this means that you will ask the supplier, ie hotel, airline, etc to forward an invoice to the HDR Administrator for payment);
- b) Pay first and seek reimbursement (providing all receipts for the total amount sought);
- c) If the request is for partial payment, be required to ask the supplier for two tax invoices, one to the College for the approved grant amount and one to the student to pay the balance;
- d) Request that the College pays in advance using an ANU purchase card.
- e) The [Travel Grant Payment Request](#) form supports payment of travel funding to students in receipt of funding as non-taxable amounts, through accounts payable. This is a valid alternative to 'travel' advances, where the student meets the requirement to receive payments of this nature, tax free. (The criteria is outlined on the form.)

## 2. FIELDWORK FUNDING GRANT

The Fieldwork Funding Grant is available to all research students up to the maximum amount indicated in the table on page 1. The amount indicated is the total amount available (whether full-time or part-time) during the entire course of the student's degree. It is not an amount per year.

Preference will usually be given to applications from full-time PhD students in the first three years of their degree; full-time SJD students in the first two years of the thesis component of their degree and MPhil students in the first year of their degree, and for the equivalent time periods for part-time students.

In any one year, there will normally be a limit on the total amount of the Fieldwork Funding Grant available. Thus, each application will be on the basis of its own merits; on the demand from other

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applicants and the total amount available. It is in the best interest of the student to apply for funding as early as possible.

Students must apply, using the form attached to this document. Once the application is received, the Finance Committee will assess the financial implications of the proposal.

## 2.1 How to apply

- 2.1 To access the Fieldwork Funding Grant, applicants are required to seek approval by completing the application form at the end of this document.
- 2.2 Where possible, applications for funding should reach the HDR Administrator at least three months, before the funds are needed. They should be addressed to the Director of Higher Degree Research, ANU College of Law.
- 2.3 The Director of Higher Degree Research will assess the academic merit of the request for funds.
- 2.4 The Finance Committee will assess the financial aspects of the funding proposal and approve or reject the funding application.
- 2.5 If the funding is approved, the student will be required to complete and submit a [travel form](#) in order to be covered by ANU travel and medical insurance policy.
- 2.6 The Student will need to provide [banking details](#) so funds can be deposited in to their account.

## 2.2 Allowable expenditure

Expenditure is for fieldwork trips outside Canberra: The Committee may recommend:

- a grant for return travel and a per diem allowance to assist with the cost of appropriately modest living conditions. Other expenses incurred in the field must be fully argued and will be evaluated on merit.
- Funding on the basis of the cheapest means of travel available (for example, by bus or train in the Adelaide-Melbourne-Sydney-Brisbane region, and by similar transport within other countries). If students opt to travel by more expensive means, they are responsible for the difference in cost.

Students should note that:

- per diem requests for living costs will not be considered in those cases where the applicant holds an APA or similar scholarship, except where living costs will be over and above those which would have been incurred in Canberra. Such requests will be assessed on the Committee's estimate of appropriately modest living conditions. Students are expected to cover normal living expenses in the field from their scholarship or other living allowance, as if they were living in Canberra.
- Per diem requests for living costs of non-scholarship holders will vary according to the location in which the research is being conducted. Amounts granted do not aim to provide the full cost of food and accommodation.
- Applications may be made for such expenses as photocopying; visas; vaccines and essential medical supplies not covered by Medicare or by the University.
- Per diem requests for living costs for non-scholarship holders will vary according to the location in which research is being conducted. Amounts granted do not aim to provide the full cost of food and accommodation.
- Receipts should be obtained and retained and submitted to the HDR Administrator. Where receipts are not available, students are expected to keep a [travel diary](#).

- Students are also required to write a report upon return from a conference or fieldwork. It should be submitted to the HDR Administrator in the first instance. This report will be endorsed by the Director of Higher Degree Research, the Chair of the student's panel, and placed on the student's file.

Funding will **not** be recommended in the following cases:

- for supervisors or advisors to visit students in the field;
- for the sole purpose of consulting specialists in the field of research or to consult external supervisors and advisors;
- for spouses, partners or dependents to accompany students on fieldwork or to attend conferences;
- research assistants;
- souvenirs and gifts;
- books; and
- computers, stationery and the cost of interview transcriptions will not normally be funded.

Students will not normally be permitted a second overseas research trip.

**Please note that:** Holders of the Vice Chancellor's Scholarship are not eligible for the Discretionary Research Grant or the Fieldwork Funding Grant.

### 2.3 Forms of payment/reimbursement

The student may:

- a) Request that the College pays on your behalf (this means that you will ask the supplier, ie hotel, airline, etc to forward an invoice to the HDR Administrator for payment;
- b) Pay first and seek reimbursement (providing all receipts for the total amount sought);
- c) If the request is for partial payment, the student will be required to ask the supplier for two tax invoices, one to the College for the approved grant amount and one to the student to pay the balance;
- d) Request that the College pays in advance using an ANU purchase card.
- e) The [Travel Grant Payment Request](#) form supports payment of travel funding to students in receipt of funding as non-taxable amounts, through accounts payable. This is a valid alternative to 'travel' advances, where the student meets the requirement to receive payments of this nature, tax free. (The criteria is outlined on the form.)

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**Request for Higher Degree Research Student Funding**

Full name.....

University ID.....

Program         PhD f/t p/t     SJD f/t p/t     MPhil f/t p/t    (please tick appropriate box)

Grant             Discretionary Research Grant     Fieldwork Funding Grant

Total funding sought \$ ..... PLEASE NOTE: ALL ORIGINAL TAX INVOICES MUST BE PRODUCED FOR REIMBURSEMENT

(Student to submit a separate statement of all their projected expenses for fieldwork/travel)

Thesis topic title.....

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Stage of enrolment (eg third year of PhD) .....

Type of scholarship held, if any .....

Approved funding to date .....

Has any funding been requested from other sources? If so, please explain.....

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Statement of purpose of funding, eg aims of proposed fieldwork/research journey, nature of conference and extent of participation in conference

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Any likely future applications for funding, if known .....

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Supervisor's comments on the application, whether favourable or unfavourable, are not determinative of the application

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Any other relevant information?.....  
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**If your grant request is approved, will you:**

- ask that the Law School pay on your behalf (this means that you will ask the supplier, ie hotel, airline, etc to forward an invoice to the ANU College of Law Administrator for payment;
- pay yourself and seek reimbursement later (providing all receipts for the total amount sought);
- if the request is for a portion of the total cost, the supplier will be required to provide a two invoices. One to the Law School for the approved grant amount and one to the student to pay the balance;
- ask that the Law School to pay in advance using an ANU purchase card.

(Please tick the appropriate box)

**Please note: any expenditure must be approved before it is incurred**

Student signature ..... Date .....

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APPROVED / NOT APPROVED  
Chair of Supervisory Panel  
ANU College of Law  
Date ---- / ---- / ----  
Comments.....  
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APPROVED / NOT APPROVED  
Director of Higher Degree Research  
ANU College of Law  
Date ---- / ---- / ----  
Comments.....  
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APPROVED / NOT APPROVED  
College General Manager  
ANU College of Law  
Date ---- / ---- / ----  
Comments.....  
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