# HDR33 – RESEARCH CANDIDATE TRAVEL GRANT APPLICATION

This funding is available to assist research candidates with travel costs associated with research-related activities that will enhance their thesis.  
Research-related activities may include the following:

* presenting at a conference
* data collection, including conducting interviews in a field location
* travel to utilise equipment or resources not available at Batchelor Institute

HDR candidates are able to receive up to $2000 during their candidature. Any expenditure beyond this amount are the responsibility of the candidate. Approval for a travel grant must be secured before any travel is undertaken as reimbursement is not available.

## SECTION 1 – **APPLICATION INFORMATION**

To be eligible to apply for, and receive, a HDR Travel Grant you must:

* be currently enrolled in a Batchelor Institute Higher Degrees by Research (HDR) program;
* have successfully completed your Qualifying/Confirmation Milestone and any subsequent Progress Reports;
* not be currently considered “under review” for unsatisfactory progress; and
* not have submitted for examination.

This application should be submitted to the Director of the Graduate School ([GraduateSchool@batchelor.edu.au](mailto:GraduateSchool@batchelor.edu.au)).

Applications should be lodged 3 months before expected travel. Retrospective requests for a travel grant or travel reimbursement will not be considered.

Recipients must abide by all requirements specified in the Higher Degree by Research Travel Guidelines [www.batchelor.edu.au/research/currentcandidates](file:///\\batfile01.biite.edu.au\Learning%20and%20Engagement\Forms\Research%20office\HDR33%20–%20Research%20Candidate%20Travel%20Grant%20Application\www.batchelor.edu.au\research\currentcandidates).

## SECTION 2 – PERSONAL DETAILS

|  |  |
| --- | --- |
| Given names |  |
| Phone number |  |
| Surname |  |

|  |  |
| --- | --- |
| Email address |  |

## SECTION 3 – TRAVEL DETAILS

|  |  |
| --- | --- |
| Have you previously received a Batchelor Institute Travel Grant? | Yes  No |
| Do you have any other funding for travel support? | Yes  No |

If yes provide details

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Please provide a brief description of the reason for travel and its relevance to your candidature.

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If attending a conference you are required to attach to this application evidence of your paper or poster being accepted as part of the program.

Evidence attached  Yes  No

Conference details

|  |  |
| --- | --- |
| Name of Conference: |  |
| Location and Dates of Conference: |  |
| Official Conference website: |  |
| Registration Cost: |  |

Flight details

| Departing | | Arrival | | Estimated Cost |
| --- | --- | --- | --- | --- |
| Location |  | Location |  |  |
| Date/time |  | Date/time |  |  |
| Location |  | Location |  |  |
| Date/time |  | Date/time |  |  |
| Location |  | Location |  |  |
| Date/time |  | Date/time |  |  |
| Location |  | Location |  |  |
| Date/time |  | Date/time |  |  |
| Location |  | Location |  |  |
| Date/time |  | Date/time |  |  |

Accommodation details

|  | | Estimated Cost |
| --- | --- | --- |
| Location |  |  |
| Preferred venue |  |  |
| Duration of stay |  |  |
| Location |  |  |
| Preferred venue |  |  |
| Duration of stay |  |  |
| Location |  |  |
| Preferred venue |  |  |
| Duration of stay |  |  |
| Location |  |  |
| Preferred venue |  |  |
| Duration of stay |  |  |
| Location |  |  |
| Preferred venue |  |  |
| Duration of stay |  |  |

|  |  |
| --- | --- |
| Description | Estimated Cost |
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| --- | --- |
| Total Travel Grant amount being requested |  |

|  |  |
| --- | --- |
| Has your primary supervisor endorsed this travel? | Yes  No |

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| --- | --- |
| Primary Supervisor |  |

Signature Date

|  |  |
| --- | --- |
| Candidate’s name |  |

Signature Date

**Office Use**

|  |  |
| --- | --- |
| Approved by |  |

Signature Date