

<b>Date of approval</b>	February 2019	<b>Approved by</b>	DCEO, Higher Education and Research
<b>Date of effect</b>	February 2019	<b>Review date</b>	February 2022
<b>Relates to Policy</b>	Research Candidate Travel Grant	<b>Version</b>	V1.1
<b>Responsible Owner</b>	DCEO, Higher Education and Research		
<b>Contact Officer</b>	Director, Graduate School		

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

## Value and duration

HDR candidates are able to receive up to \$2000 during their candidature. This funding can be awarded as either:

- one travel grant, up to \$2000 for a conference or research-related activity OR data collection, including conducting interviews in a field location or
- two travel grants, up to \$1000 each for a conference or research-related activity.

Any expenditure beyond these amounts are the responsibility of the candidate.

## Eligibility and selection criteria

To be eligible to apply for, and receive, a Research Candidate 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.

You must ensure you have permission from your primary supervisor to undertake research related travel prior to submitting your application and the proposed travel must be included in your Individual Candidate Research Plan. Retrospective requests for a travel grant will not be considered.

If applying to present at a conference, evidence of acceptance of your conference papers, abstracts or posters must be submitted prior to your specified travel date.

If applying to conduct research related activities or fieldwork you must provide details of the research activities that will be pursued during this fieldwork.

Research Candidate Travel Grant applications will be assessed by the Director of the Graduate School and approved by the Deputy CEO, Higher Education and Research or nominated equivalent

We recommend that applications be submitted at least three months prior to travel to allow for these assessment timelines. Submission of an application does not guarantee funding and travel bookings must not be made prior to approval of the application.

### **Terms and conditions**

Successful recipients of a Research Candidate Travel Grant must travel in accordance with the Batchelor Institute Guidelines for Conference Application and Funding.

If awarded this grant, you must:

- liaise with the Director of the Graduate School to make all required travel (including flights if required), accommodation and conference registration bookings
- lodge your travel arrangements with the Division of Higher Education & Research
- ensure you comply with Australian law and the laws of the jurisdiction you are travelling to
- maintain regular contact with your supervisor while travelling
- submit a request in writing to your supervisor and the Division of Higher Education & Research if you wish to amend details of your approved travel.
- notify your supervisor and Division of Higher Education & Research immediately if you can no longer undertake your approved travel.

Candidates who make travel plans outside of the terms and conditions cannot seek reimbursement from this travel grant.

Travel to countries or regions where a Department of Foreign Affairs (DFAT) warning displays the following: 'Reconsider your need to travel' or 'Do Not Travel' will only be considered in exceptional circumstances.