

HDR & Honours Funding Scheme Guidelines

YOU MUST READ ALL GUIDELINES OR YOUR APPLICATION MAY NOT BE ELIGIBLE

1. The School of Education HDR & Honours Funding Scheme is open to all HDR candidates (PhD or Masters by Thesis – Research) and Honours (One Year Only) candidates. Masters of Education candidates (coursework) are ineligible for this scheme.
2. The School of Education HDR & Honours Funding Scheme is for direct research and research training costs. This includes funding for: transcription, coding and data entry (where there is extensive data); specialised research software or web hosting; fieldwork related expenses; specialised research training (not provided by the Graduate School or the Southern Cross University Postgraduate Association); specialised research equipment/materials; and editing/proofing where a special case is made.
3. The School of Education HDR & Honours Funding application form must be used when applying for funding. **Funding may not be applied for retrospectively. If funding is granted, it is preferable (except in exceptional circumstances) that the University makes payment direct rather than by means of reimbursement. All travel must be arranged through SCU Campus Travel Services.** You must claim your expenses prior to 31 December of the same year.
4. School of Education HDR funding will not be granted for: thesis professional binding; purchase of computer equipment; catering costs; teaching relief; and/or office equipment. If you are requesting funding for research equipment it is your responsibility to check that it is not already available in the [School of Education HDR Equipment Library](#).
5. School of Education HDR funding cannot be used for conference travel or research training that is provided by the University. Conference funding can be applied for via the Graduate School. See <https://www.scu.edu.au/graduate-school/forms-and-documents/>.
6. Education Honours candidates (1 year) are eligible to apply for conference funding through this scheme (maximum \$1000). Honours candidates who are granted conference funding are required to submit a written conference report within 4 weeks following their conference attendance/participation. Reports must detail research activities engaged in and post conference outcomes. Reports are to be emailed to the candidate's principal supervisor and Honours Course Coordinator. Reports will be noted at the School's Research Committee by the Honours Course Coordinator.
7. Travel for Confirmation and In-Candidature Reviews will not be covered by this Scheme (except in exceptional circumstances). Where a candidate cannot attend in person, these meetings should be hosted on Zoom.
8. Once applications have been completed, the candidate is responsible for submitting the application to the School's Research Administration Assistant (educresearch@scu.edu.au). You must attach all relevant quotes, receipts and invoices, and your Confirmation of Candidature report. The complete application will then be considered by the School's Research Committee with a recommendation made to the Dean of Education.
9. An applicant will be notified of the outcome of an application via email from the School's Research Administration Assistant. Reimbursement/funding will also be arranged by the School's Research Administration Assistant. To hasten the reimbursement process (if applicable) please complete the non-staff claim form.

HDR & Honours Funding Application

Name and Student Number	
Course (<i>Honours, Masters by Research or PhD</i>)	
Thesis Title	
Commencement Date	
Expected Completion Date	
Funding Requested	
Funding Justification (<i>detail the specifics of your research funding request, including a clear justification</i>)	
Previous Successful School of Education HDR Funding	
Principal Supervisor's Recommendation and Signature Once complete with principal supervisor's comment and signature please submit to the School's Research Administration Assistant	<p>Comment:</p> <p>Name: _____ Signature: _____</p>
Office Use ONLY Research Committee Recommendation	
Dean Approval	

**** You must attach all supporting information to your application, including your Confirmation of Candidature report.**