

HDR Funding & Travel Manual



School of Global,
Urban and Social
Studies

Please read this manual carefully before applying for funding.

2018/9 Funding Schemes for GUSS HDR Candidates

GUSS Funding Schemes	SGR Funding Schemes
Over your candidature* up to \$2,500 for PhD candidates and \$1,800** for Masters candidates to assist with research related activities. Further details available http://mams.rmit.edu.au/u1yewct9c0nnz.pdf in this GUSS Funding Manual. Applicants must have completed their Confirmation of Candidature prior to application approval. Applications are submitted on a rolling basis throughout the year.	Over your candidature access to up to \$2,000 for candidates travelling to complete fieldwork, research related activities, conferences and workshops. Further details available at: HDR Research Travel Grant; Applicants must have completed their Confirmation of Candidature prior to application approval. Application deadlines apply to this scheme. Please refer to the above link for clarification.
Small funding grants may be available from the School Research Centres. Check with the HDR Program leader in Centre for Urban Research (CUR) or Social and Global Studies Centre (SGSC). If you do not know who the HDR Program Leader is for your Centre, contact your relevant Centre: SGSC: social.global@rmit.edu.au CUR: cur.admin@rmit.edu.au	Higher Degree by Research Publications Grant. Access to funding for candidates under examination to prepare papers for publication. Three application rounds in 2018. Check the SGR website for further information. Applicants close to submission of thesis for examination should check the application dates and eligibility carefully.

*All applications must be received prior to thesis submission; activities will normally only be approved prior to thesis submission but may be approved up to 8 weeks after thesis submission at the discretion of the HDR Program Manager.

** Candidates who upgrade from a Masters to a PhD will be eligible for a top up of \$700

Examples of how the schemes can work for you:

Data collection Your data collection costs might include an international flight (\$2200), flights/train/bus travel over distances in the country you are collecting data from (\$800), small 'gifts' to research participants (\$150) and translation & transcription of data (\$400) requiring \$3550 in total. Funding from SGR may cover \$2000, funding from the GUSS scheme may cover some of the remainder. Data collection costs are often not fully covered by RMIT schemes; all HDR candidates should be aware you may need to self-fund some of the costs.
Conference attendance You wish to attend an international conference to present a paper. Costs include \$2200 for flights, \$460 registration fee, \$180 visa costs, \$600 accommodation costs with a total of \$3440. Funding from SGR may cover \$2000 of these costs; the GUSS HDR Funding Scheme may cover up the remainder. If you have used some of your GUSS Funding Scheme allowance for other activities, you will need to self-fund some of the conference trip.

Important notes:

Candidates transferring from other Schools/Universities may not be eligible for the GUSS HDR Funding scheme and will only be bound by the same guidelines as GUSS candidates.

The School provides use of standard issue PCs to HDR students and candidates; it does not fund Mac computers, I-Pads, computer hardware costs, laptops, extra screens, keyboards, phones or membership fees to organisations. Items funded by the School may vary from those funded in other Universities or RMIT Schools.

Candidates choosing to submit by project are strongly advised to seek advice prior to Confirmation regarding costs which the School will fund.

There is no special fund to support thesis editing, proofreading or preparation prior to submission.

Corporate Travel insurance

RMIT holds a corporate insurance policy which covers HDR candidates whilst on approved field trips and when attending conferences. Cover only applies where the travel has been approved and entered into the RMIT Travel Portal (Trobexis) system and may cover spouse/partner/children provided their details have been entered into the system.

Credit card charges –exchange rate charges from credit card companies will not be reimbursed.

Accommodation

- conference accommodation can only be paid by RMIT if booked through the RMIT approved travel agents and entered into Trobexis by the GUSS Research Services team
- accommodation will only be reimbursed the nights before, during and final night of conference dates
- Air BnB cannot be approved due to the lack of confirmed security and safety arrangements
- payments to family and friends for services cannot be reimbursed

Conference claims

RMIT will only reimburse registration and attendance costs. You cannot claim for conference drinks, dinners, side trips.

SGR HDRTG

- if you are funded for travel, follow the GUSS funding and travel instructions.
- for all other activities, follow the application and reimbursement steps listed for the GUSS HDR funding scheme.
- upload a copy of your SGR HDRTG outcome letter with the GUSS funding scheme form.
- reimbursement claims funded by the SGR HDRTG must be made within 4 weeks of your return from the activity/trip. **All claims from this fund must be completed by November of each year.** Claims not made within the specified time will become self- funded or may be deducted from your GUSS Funding Scheme allowance.

HDR Funding – reviewed by GUSS and SGR annually which may change eligible costs for each scheme.

DATA Collection

Cost	GUSS HDR Funding Scheme	SGR Travel Scholarship (HDRTG)
Flights	RMIT approved travel agent only	RMIT approved travel agent only
Other transport costs eg. taxis, trains, car & driver	✓	✓
Visa(s)	✓	✓
Accommodation	X	booked by RMIT approved travel agent only
Workshop costs eg. room hire, materials	yes, with approval	yes, with approval
Workshop/interview costs - catering	yes, with approval	yes, with approval
Participant/interviewee ‘gifts’	yes, with approval	yes, with approval
Interview translations/transcriptions	✓	X
Archive/ museum/ libraries for research purposes	✓	✓
Meals	X	X
Insurance (RMIT Corporate Insurance)	provided travel entered into Trobexis	provided travel entered into Trobexis

Conference attendance

Cost	GUSS HDR Funding Scheme	SGR Travel Scholarship (HDRTG)
Flights	booked by RMIT approved travel agent only	booked by RMIT approved travel agent only
Other transport costs eg. taxis, trains, bus,	✓	✓
Visa(s)	✓	✓
Accommodation(not Air BnB)	X	booked by RMIT approved travel agent only
Registration	✓	✓
Conference dinners, drinks, side trips	X	X
Insurance (RMIT Corporate Insurance)	provided travel entered into Trobexis	provided travel entered into Trobexis

Other activities/costs

Cost/item	GUSS HDR Funding Scheme	SGR Travel Scholarship (HDRTG)
Thesis editing/proofreading prior to submission	✓	X
Computer hardware	X	X
Phones, tablets	X	X
Credit card/bank currency exchange fees	X	X

GUSS HDR Funding Application and Travel Process

All RMIT funded flights and accommodation must be entered into the Trobexis approval system by the GUSS HDR travel arranger

Step 1: Itinerary and Quote	Step 2: Make an application	STEP3: Booking Travel
For International travel only 1. Check the SOS & DFAT websites for travel alerts or warnings. <i>Refer to High Risk Travel Process</i> 2. Check your visa requirements with the travel agent. Multiple visas can take up to two months to obtain. For International and domestic travel 1. From your student email account only write to the RMIT travel agent to get a suitable itinerary and quote. Email rmit@ctconnections.com.au 2. In the Subject line use the following heading: 'GUSS HDR your name'. Make it clear in the email you are a GUSS HDR candidate, not staff. 3. Provide dates, times, cities for all travel preferences, including names/ages of family members accompanying you at their own cost 4. Attach the Travel Agent Profile Form 5. The agent will send you 2-3 quotes and you must advise them which is your preferred flight before the final quote can be issued to you. ➤ Your HDR Funding application only requires the final quote. ➤ You must notify guss.research@rmit.edu.au if there are any changes to itineraries after initial quote as it must be re-entered and approved into Trobexis for approval again. This will delay your travel approval and may result in increased travel costs. <i>Fees for changes, including cancellations, will be paid by candidates directly to the travel agent.</i>	1. Complete the GUSS Funding Application form, budget estimate documents and other required documents available here 2. In your Candidature - Funding folder, create a sub-folder with the year and name of the activity eg. '2018 Data Collection' 3. Upload: • the completed, signed application form • your budget spread sheet • your ethics approval letter (if applicable) • SGR HDRTG outcome letter (if applicable) • a final travel quote only (if applicable) • the high risk travel documents (if applicable) 4. Notify guss.research@rmit.edu.au from your student email account and put 'Funding Application' in the subject line of your email. If you require flights to be processed use 'Urgent – flights funding application' in the subject line of your email. ➤ An approved copy of the application form and budget spread sheet will be uploaded to your Candidature folder. Check both carefully to understand what has been approved. ➤ You are advised to check the travel restrictions on your ticket before accepting the quote. ➤ Applications submitted on any Friday or prior to a public holiday will usually result in approval delays and may require a new quote from the travel agent. Plan ahead to avoid these delays. ➤ We may need to query your application so check your phone and student email account ➤ The approval system cannot be completed within 24 hours ➤ Delays will result if you do not upload all required documents	1. HDR Travel Arranger will enter the flight details from your final quote into the RMIT Trobexis system for approval ➤ School approval for domestic travel may take 1 week ➤ Additional RMIT approval for High Risk travel may take 2 weeks ➤ Changes to any flight details will require a new Trobexis approval and usually results in an increased flight price. You will be personally responsible for payment of increased costs 2. HDR Travel Arranger will forward RMIT approval and payment to travel agent. 3. Travel agent will send confirmed flight bookings to candidate's student email. 4. After your travel is confirmed you must enter your travel details and dates on the GUSS Data Collection/Conference spread sheet 5. Ensure you provide correct contact details to the travel agent and ask for them to be provided to the airline. ie. will you be checking your student or personal email when travelling? Will you use your Australian or overseas phone number? ➤ Travel booked prior to School approval will not be reimbursed ➤ Flights and accommodation must be booked through the RMIT approved travel agent ➤ Use a new application form for each activity ➤ HDR candidates do not receive a per diem payment ➤ High risk travel - <i>refer to High Risk Travel Process</i>

High and Extreme Risk Travel

The School Dean is the decision maker on all HDR travel plans for activities related to candidature and for safety reasons may deny travel to your chosen country or area of a country, even if you are a citizen. Receiving an SGR HDRTG scholarship does not guarantee GUSS approval for the travel.

Step 1	Step 2
1. Before commencing SGR or GUSS funding applications check SOS and DFAT for health and travel warnings: ➤ Warnings may include: reconsider need to travel, do not travel, higher levels of risk in some parts of the country, high medical risk, high travel risk, extreme travel risk. ➤ All warnings must be discussed with your primary supervisor. 2. You will be required to submit: • a detailed travel plan listing dates, locations & activities of travel including a safety plan agreed to by your supervisor. Your name and student id must be listed at the top of the page. • a completed High-Risk Assessment Form. ➤ If a number of risks need to be explained, a separate document can be provided to explain how you will manage each risk. Your name and student id must be listed at the top of the page. ➤ The document should be completed with your supervisor • a copy of your ethics approval letter 3. Your supervisor will need to liaise with senior School staff regarding your travel plans and require a copy of the documents listed above. ➤ Travel approval will be delayed until the approval process is completed and may take up to 2 weeks to complete. Do not obtain travel quotes during this time.	1. Once School approval is received, apply for SGR HDRTG and/or GUSS funding. Read all steps in the HDR Travel Process. 2. When your travel is entered into the Trobexis approval system by the HDR Travel Arranger, the following documents are required to be attached to your Trobexis entry and must be provided <i>before</i> the Trobexis approval system commences: • a copy of the email approval from the School for your travel • your completed High-Risk Assessment Form. • your detailed travel plan • your ethics approval letter ➤ The Trobexis system approval may take up to 10 days. 3. Once the Trobexis Approval is received the HDR Travel Arranger will forward it to the travel agent and copy in your student email. 4. The travel agent will send all travel documents to your student email; check all documents are correct.

GUSS Higher Degrees by Research – Financial Support Application

Application Reference No: (Office use only) **FSA/2018/9** _____

- Both pages of this form must be uploaded to your Google Candidature Folder.
- You must also upload a completed budget spreadsheet and any other related documents (ie. quotes).
- You must obtain your supervisor's signature prior to submission of the application.

Email guss.research@rmit.edu.au when ready for processing.

Name of candidate:	Student ID:
Program:	Phone Number:
Which is your next due seminar (please tick one): Second ☐ Third ☐	Seminar final due date (dd/mm/yyyy):
Booked date for next seminar (dd/mm/yyyy): 35T	Activity date(s) for this application (dd/mm/yyyy):

Funding Source:

Complete necessary check boxes below. You may combine funding sources for the activity (ie. GUSS and SGR funding can both be used for one activity).			
School of Global, Urban and Social Studies	☐		Amount:
School of Graduate Research HDRTG	☐	<i>SGR Round applied for: If the outcome is known, attach a copy of the letter</i>	Amount:
Self-funded	☐	<i>You may need to self-fund some of the costs for the activity</i>	Amount:

Other funding (if applicable):

<i>Research Centre:</i>	<i>IO:</i>	<i>You must provide email approval from the Centre Director/HDR Leader</i>
<i>Supervisor funded:</i>	<i>IO:</i>	<i>You must provide email approval to use the nominated IO</i>

Please detail how the financial support application relates to your research plan	
Applicant's signature:	Date:

Supervisor's Endorsement:

I endorse this application for financial support as being related to the student's research project	
Primary Supervisor Name:	Signature & date:

OFFICE USE ONLY – you must include this page in your uploaded application

SGR funding approved (if applicable)	\$1000 ☐ \$2000 ☐	Previous GUSS funding used: \$
GUSS amount requested	\$	GUSS funding remaining after activity: \$
Approved ☐ Rejected ☐		Approver Name:
Date:		Signature:
Entered on tracking sheet:		
Administrator's Notes		

High Risk Travel Assessment Form

This form is required for all travel identified with a risk on the SOS or DFAT sites

Traveller Name:

Departure Date:

Trip Reason:

Return Date:

High or Extreme Risk Destination Details *(list the country, areas of the country, cities you plan to travel to. You will need to provide your detailed travel plan document approved by the School)*

Risk rating on [SOS](#) or [DFAT](#) website (ie High, Extreme, Reconsider need to travel etc):

Security Risk(s):

Medical Risk(s):

Reason for Travel to High or Extreme Risk Destination *(tick all reasons applicable to you)*

- ☐ The proposed research or work cannot be undertaken in another country of lower risk
- ☐ I am not able to fulfil the requirements of my placement in another country of lower risk
- ☐ I am a national of the country of planned travel
- ☐ I have family connections with the country (eg. family members live here)
- ☐ None of the above. (provide reason below)

Risk Management *(list the key risks identified on the SOS/DFAT websites and explain how you will manage each identified risk)*

Risk	Controls/Mitigation Plan



SAP Claim Form
(updated 6/5/2009)
FSA 2018/9

CLAIM NUMBER (School / Group to complete)		
Cost Centre No	Date	Ref No

Note: This form is to be used for the following claims

- Awards/Prizes
- Fee refunds for short courses
- One-off payments (local & overseas).
- HDR candidate reimbursements

Claimant Details			
Surname (Please Print):			
Given Name:			
Signature:			
Address:			
City/Suburb:			
State/Region:		Post Code:	
Country:			
Bank Name & Address (Please Print)			
Account Details	BSB:	Account Number:	

Claim Details						
Description (reason for payment)	Internal Order (Entered by GUSS Research Services)	Cost Element Code	Price (excluding GST)	GST	Amount (including GST)	Tax Code
TOTAL						

Authorisation Details –			
Authorised by (HDR Program Manager):			
Signature:			
Date:		e-Number:	
Portfolio: School / Group:	DSC/Global, Urban and Social Studies		
Telephone:			
Signature:		Date :	

Instructions : Upload completed form to your Candidature funding folder with copies of all receipts.
All claims for reimbursement must include the price (excluding GST), the GST amount and the total of each invoice, where appropriate.

SAMPLE

Please email completed form to: rmit@ctconnections.com.au

Company details

Department / Cost Centre:	n / a
Employee number:	n / a

Travel Booker Details (if applicable)

Name of Travel booker:	GUSS HDR	Phone number:	
RMIT email address:	guss.research@rmit.edu.au		

Personal Information (please ensure information is AS PER PASSPORT)

Title (Mr / Mrs / Ms / Dr / Prof)			
First Name			
Middle Name (must include)			
Surname			
Date of birth			
Work Phone		Mobile Phone	
RMIT email address			

Passport Information

Country of birth		Country of citizenship	
Passport number		Date of issue	
City of issue		Expiration Date	

Visa Information

Country		Visa number and expiration date	
Place of issue			

Frequent Flyer Information

Program name		Account number	
Program name		Account number	
Program name		Account number	

Preferences

Seating pref.		Meal pref.	
Special notes			

HDR Funding Checklist – complete prior to advising guss.research@rmit.edu.au you have an application ready to be processed

Student Name:

Student ID:

- ☐ I have completed my Confirmation seminar
- ☐ I am not planning to take leave during the funded activity dates
- ☐ I have received ethics approval (if relevant to your research project)
- ☐ I have checked the SOS/DFAT websites for any risks
- ☐ My supervisor has approved the activity/application
- ☐ I have read the GUSS HDR Travel Manual
- ☐ High risk travel – I have obtained School approval (Program Manager, DD R&I or School Dean)
- ☐ My passport and student visa will not be affected by the travel dates

I have used my Candidature – Funding folder to upload:

- ☐ the completed and signed application form
- ☐ the SGR HDRTG outcome letter (if applicable)
- ☐ a completed budget spreadsheet
- ☐ all required High Risk travel documents
- ☐ a single, final travel quote from CT Connections
- ☐ a completed copy of this checklist

How to claim reimbursement for approved costs

Use your Candidature – funding folder to upload:

- ☐ a copy of the approved Budget spreadsheet *with* completed Reconciliation page
- ☐ copies of all receipts or invoices/quotes (ie. all travel receipts on same page(s), all workshop costs on same page(s), with proof of payment ie. copy of bankcard statement, e-receipt etc. Retain the originals
- ☐ an HDR SAP form with the Claimant and Claim details sections completed. (Don't fill in the Internal Order column on the form). Reimbursements from approved HDR funding sources *must not* be claimed using the Staff Promaster system
- ☐ this checklist