

## School of Archaeology & Anthropology HDR Research Funding Administrative Process

### School Fieldwork

HDR students may apply for access the research funding up to a maximum of \$7,000 over the term of their candidature.

Research funding can be used to support students travelling to a field site / museum / University etc to conduct research, or to attend a conference at which they will give a presentation. Funding may be used for other expenses with the support of the student's Chair of Panel and approval from the Head of School/School Manager.

### What's covered...and What's not

- Funding is provided for travel, accommodation and registration fee for a conference, and is based upon an agreed budget that has been agreed upon by the student's Chair of Panel and approved by the School Manager.
- Funding for equipment/software/other expenses may be considered but only with approval from the School Manager.
- Funding is **not** provided for the following:
  - o food/meals or any other living costs except in exceptional circumstances;
  - o Laptops / computers / iPads

### Important Rules

- Travel and/or Funding applications should be lodged **at least two months** prior to any intended travel.
- Students must not book any travel until they have received funding approval **and** have completed the Approval to Travel process.
- No applications for funding will be approved until the Thesis Proposal Review milestone (TPR) and the Research Integrity Training (RIT) online module have been successfully completed.

### Preparing your Funding Request

1. Discuss your planned travel with your Chair of Panel to make sure that what is being proposed is indeed integral to your research.
2. Complete all milestones up to date
3. If your trip involves a conference presentation, please submit evidence that your paper has been accepted to the conference.
4. If your trip involves fieldwork, and you intend to travel (for example) to London to visit a library, to Greece to visit a museum, or to Paris to visit archives, then confirm you'll be granted access to the necessary resources.
5. Discuss with your Chair of Panel to determine whether or not Ethics Approval is required.
6. If you'll be undertaking remote fieldwork, please discuss fieldwork safety with your Chair of Panel, undertake the Remote First Aid course and ensure you are familiar with the ANU policy on Fieldwork Health Off-Campus Work Safety:  
[https://policies.anu.edu.au/ppl/document/ANUP\\_000531](https://policies.anu.edu.au/ppl/document/ANUP_000531)

## Procedures for Applying Travel and/or Funding

**HDR students need to follow the steps below to obtain pre-approval for their travel (with or without funding) before completing the ANU Travel Eform**

1. Complete the School's HDR Research Funding application form.
2. Attach documentation / emails in support of the activities you will be undertaking ie Ethics Clearance, Permits / Permissions, Remote First Aid Certificate.
3. Submit the form to your Chair of Panel.
4. Your Chair of Panel will finalise the form and forward to the School Manager for approval.
5. Approval will be based on the current balance of the applicant's research funding, confirmation that all relevant milestones have been completed and assessment of the funding request.
6. Students will receive the approved funding request via email from the HDR Administrator. The outcome information will include
  - o Amount Approved;
  - o Budget Code to be used;
  - o Payment methods
7. Students will be advised to complete and submit the Approval to Travel e-form online, ensuring the approved funding request form is attached.
8. Students are required to forward their **Travel Summary** document to the HDR Administrator once their Travel eform has been approved.

## Approval to Travel Process

All staff and students undertaking travel are required to complete the official ANU Travel approval process. The approval to travel is an eform and can be accessed here: <https://eforms.anu.edu.au/>  
Please attach to the form your approved funding request form.

Once your approval to travel has been approved, you will receive an email confirmation which is called a **Travel Summary**. This confirmation should be forwarded to the School's HDR Administrator: [hdr.soaa@anu.edu.au](mailto:hdr.soaa@anu.edu.au)

If the school is purchasing flights on your behalf, then at this point you should liaise with the HDR Administrator for this to occur.

## On Return

All receipts of expenses during the trip must be kept and submitted for the reimbursement or acquittal of cash advance on your return

- Reimbursement: If you have chosen to be reimbursed, then you will need to submit a reimbursement form and all relevant receipts documenting your expenditure.
- Advance Acquittal: if you have chosen to be paid an advance, then you will be required to submit an Advance Acquittal together with all relevant receipts documenting your expenditure.

## Document Checklist

- ✓ Complete all milestones including TPR and RIT
- ✓ HDR funding application form with the quotes for proposed expenditure
- ✓ Evidence of paper acceptance for conference funding, or evidence of ability to undertake intended research for fieldwork funding;
- ✓ Evidence that appropriate level of Risk Analysis has been undertaken relative to the type of fieldwork being undertaken (ie Remote areas);
- ✓ Evidence that Remote First Aid certificate has been completed (or will be prior to travel)
- ✓ Evidence of Ethics Clearance if required
- ✓ Evidence of permits / permissions if required
- ✓ Approved Application for HDR Research Support form.
- ✓ Travel Approval eForm;
- ✓ Travel Summary

## Vice-Chancellor's Travel Grant

HDR Students are also encouraged to apply for a VC Travel Grant to supplement School funds. There are strict timeframes surrounding applications, and students wishing to apply are advised to submit both the VC grant application and the school funding application at least 3 months prior to any planned travel.

Further information can be found here:

<http://www.anu.edu.au/students/scholarships-support/vice-chancellors-hdr-travel-grants>