

## Application: Support for Direct Costs of Research

### PROCEDURE

1. Complete this application itemising (in detail) all proposed expenditure. Please ensure you read the *Guideline: Support for Higher Degree by Research Students* before applying (which can be located at: [http://www.nd.edu.au/data/assets/pdf\\_file/0003/128757/guideline\\_Support-for-HDR-students-Oct-07.pdf](http://www.nd.edu.au/data/assets/pdf_file/0003/128757/guideline_Support-for-HDR-students-Oct-07.pdf)).
2. Once completed, please forward to your Principal Supervisor for approval and signature.
3. Once approved by your Principal Supervisor, please send application to: [fremantle.research@nd.edu.au](mailto:fremantle.research@nd.edu.au) (Fremantle Campus) or [Sydney.research@nd.edu.au](mailto:Sydney.research@nd.edu.au) (Sydney Campus) for final approval by the Director, Research Office. **Please note:** your application must be approved by the Director, Research Office **prior** to any expenditure/commitment of funds.
4. The Research Office will confirm to you if your application has been approved. In order to ensure a timely payment of funds, we generally prefer that students pay for the items themselves in the first instance and then claim reimbursement. The Research Administrative Officer will then email you a Student Payment Form which you will need to complete (with receipts attached) and return to the Research Office for processing.

**Note:** Equipment purchases will only be approved if not already available from the University for hire or loan and must be returned to the Research Office prior to graduation. Equipment such as Laptops, iPads and Digital Recording Devices remain the property of the University and must be registered on the University's asset register. It is possible to subsequently negotiate purchase of such equipment although such purchases may incur a Fringe Benefit Tax.

|                         |         |       |                    |
|-------------------------|---------|-------|--------------------|
| <b>Name of Student:</b> |         |       | <b>Student ID:</b> |
| <b>Phone:</b>           | Mobile: | Home: |                    |
| <b>Email:</b>           |         |       |                    |

|  |    |
|--|----|
| <b>Describe how the costs of the research relate directly and immediately to your University of Notre Dame research degree studies:</b>  |    |
|  |    |
| <b>Detail Items of expenditure and how they are related to the project. Claims for general study infrastructure cannot be considered. Please attach any additional sheets detailing expenditure.</b> |    |
|  | \$ |
|  | \$ |
|  | \$ |
|  | \$ |
| <b>Total costs: (please attach all quotations/estimates)</b>   | \$ |

I confirm the following (please tick):

- I have read and understood the *Guideline: Support for Higher Degree by Research Students*;
- I have presented my research proposal and it has been approved by the School;
- I understand that this application must be approved by the Director, Research Office prior to any expenditure/commitment of funds;
- I have attached quotations to support this application.

|                           |  |              |  |
|---------------------------|--|--------------|--|
| <b>Student Signature:</b> |  | <b>Date:</b> |  |
|---------------------------|--|--------------|--|

*Further approval overleaf*

**Principal Supervisor Approval** *(please tick):*

*I support and approve this application*

|                                   |  |              |  |
|-----------------------------------|--|--------------|--|
| <b>Principal Supervisor Name:</b> |  |              |  |
| <b>Signature:</b>                 |  | <b>Date:</b> |  |

**Research Office use only**

| Total allowance: | Total expenditure to date: | Amount Approved: | Allowance remaining: |
|------------------|----------------------------|------------------|----------------------|
| \$               | \$                         | \$               | \$                   |

|   |  |              |  |
|---|--|--------------|--|
| <b>Approval:</b><br>Director (Research Office): |  | <b>Date:</b> |  |
|---|--|--------------|--|