



FACULTY OF EDUCATION

Research Funding Support for Research Students

Levels of Funding:

Currently, the following funding will be available to you for research consumables and other expenses directly linked to your research project:

Full-time Doctorate: \$1,000 for the duration of the candidature.

Full-time Masters: \$500 for the duration of the candidature.

Eligible Items

A provisional list of eligible expenditure items and available services is listed below for your information.

Reimbursement

Students should contact the Administration Staff in the Centre for Learning Innovation for advice on student expenditure claims:

Administration Staff (Research)	3138 3680	Jeannean Botha	j.botha@qut.edu.au
	3138 3660	Julie Carroll	j.carroll@qut.edu.au
HDR Coordinator	3138 8677	Assoc Prof J Watters	j.watters@qut.edu.au

To claim reimbursement students must complete either:

1. A " Reimbursement Claim Form" – (AP online payment claim form) the reimbursement will go directly to your bank account; or
2. A "Petty Cash Claim Form" for expenditures of less than \$50 for a cash reimbursement.

Students claiming for the first time should also complete a "Supplier Maintenance (EFT Details) Form", nominating your bank account details.

In all cases you must have an original tax invoice attached to your claim form for the payment to be approved. The Payment Claim form or Petty Cash form, with the attached tax invoice, should be forwarded to the Administration Staff in the Centre for learning Innovation, Kelvin Grove Campus.

These forms are available from the following website <http://www.frp.qut.edu.au/frptoolkit/frpforms/>

Funding on Application

The Centre will also provide funding for the attendance and presentation at National Conferences on the applications subject to funding availability. The Grant –in-Aid scheme will also provide support for students presenting at international conferences or undertaking field work overseas. See CLI website for details of these schemes.

(<http://cli.ed.qut.edu.au/degrees/info/>)

For support for writing and other academic matters associated with your candidature you should contact your HDR coordinator

Provisional List of Eligible Items and Services

Automatic Access to:

- desk and chair if you're a full-time on-campus student
- lockable filing cabinet
- personal desktop computer if you're a full-time on-campus student
- shared computer facilities if you're a part-time on-campus student
- IT support including standard software licenses
- local calls
- fax including STD & International
- QUT Directory phone number
- Internet
- copier and printer
- on-campus mailing address
- student pigeon hole
- full Library services within specified parameters including Australia & overseas inter-library loans
- candidacy support for milestones, training and scholarships
- access to facilities 24 hours/day
- tea / staff common room

No Charge – Subject to availability - Centre booking application required for:

- lap-top computer hire
- digital recorder hire
- other Centre-based equipment

From your research support funding, you can claim for:

- individual stationery expenses
- video-conferencing expenses
- batteries
- padded envelopes, satchels, parcels for survey use
- postage for surveys
- courier services
- digital recorder tapes
- required readings from QUT Bookshop
- specified travel expenses arising from fieldwork, experiments, data collection, conference presentation
- conference registration
- conference per diem costs not including sustenance
- conference poster printing
- thesis binding
- thesis editing
- interview transcribing costs
- data entry costs
- short course costs (Endnote)
- text books unavailable from Library or via inter-library loan
- software not already available at QUT
- any additional items as approved by the Assistant Dean (Research), Faculty of Education

You can't claim for:

- parking fees
- computer / laptop purchase
- printer purchase
- phone / mobile purchase
- digital / video camera purchase
- other equipment purchases
- text books that are available in Library or via inter-library loan
- coursework expenses
- gifts
- non-research related association membership
- graduation costs
- eligible services items with no official receipt, ABN or date of service