



HDR TRAVEL GRANT Information for applicants

Faculty of Art & Design

1. Information

The Faculty of Art and Design HDR Travel Grants are awarded on a competitive basis to support travel to a conference or other event (such as an exhibition, symposium or workshop) directly relating to the applicant's research and at which the applicant is presenting work.

In exceptional circumstances fieldwork may be approved with written support of the supervisor and completion of relevant OHS paperwork.

For further information visit: <https://safety.unsw.edu.au/documents-resources> and filter for Fieldwork forms.

HDR Travel Grants are administered through the Faculty Higher Degree Research Team (Associate Dean Research Training and Postgraduate Coordinators) through the provision of Faculty funding. The team assesses applications twice a year.

Submission dates and online form are available on the Faculty of Art & Design website: <https://artdesign.unsw.edu.au/current-students/postgrad-research-candidature/student-travel-grant>

2. Travel Insurance

UNSW provides Travel Insurance which covers students travelling more than 100 km on approved UNSW business such as attending a conference or conducting fieldwork with the permission of your academic supervisor or School.

Students must check the University Travel Insurance policy and make sure it is appropriate for them. Students may need to consider obtaining additional cover.

<https://www.fin.unsw.edu.au/services/travel>



3. Eligible Applicants

Postgraduate Research Students must be enrolled at the times of grant application and research travel to be eligible.

Applicants must have completed a satisfactory Research Progress Review (RPR) at the time of applying.

Applicants must provide all requested attachments.

Priority is given to applicants who have not received PRSS in the same calendar year.

4. Application Guidelines

Applications may be submitted up to 6 months prior to the date of travel. If unsuccessful, but otherwise eligible for the award of a grant, an application may be re-submitted for consideration at the next meeting.

Applicants may apply for funding before a conference paper has been accepted, however funding will be conditional on evidence of acceptance.

Applications must be completed via the online form: <https://www.artdesign.unsw.edu.au/node/2666>

The following supporting documents must be attached to your form:

- Written support from supervisor
- Travel quotes for all costs listed in the application
- Evidence of invited participation/acceptance/submission (if relevant/available)

All postgraduate research candidates travelling on UNSW business, including attending conferences supported by faculty travel grant funding, must comply with the UNSW [Travel Policy](#) and [Travel Procedure](#).

5. Stipulations for Faculty of Art & Design HDR Travel Grants

A maximum of \$3,000 is funded per application.

Funds are available for the purposes of travel (air/train/bus) and conference registration. Accommodation costs may be supported on a case by case basis.

Funds may only be expended on items listed in the application.

Surplus funds from projects completed under budget are the property of the Faculty.



6. Assessment Criteria

Applications are assessed according to:

- Relevance of the event to the applicant's degree program
- Status of the event and related publications
- Terms of your participation in the event, e.g. Keynote or invited speaker
- Feasibility/realistic nature of budget
- Overall benefit in relation to development and promotion of your research
- In the case of fieldwork, uniqueness/criticality of fieldwork opportunity
- Consideration may be given to the level of support previously provided through the grant scheme. Normally a student will not receive more than \$3,000 throughout their candidature.

HDR Travel Grants are highly competitive. Applicants are advised to develop a strong argument, in light of the above criteria, to justify their request for funds.

7. Student Report/Paperwork

Successful applicants must lodge their travel via the MyTravel@UNSW system in order to receive funds.

For a step-by-step guide on getting approval, booking your travel, travel insurance and final preparations, visit [UNSW Travel](#).

For travel resulting in research outputs, candidates also need to record publications/exhibitions on the Faculty's Research Output System (ROS).