

## **Vice-Chancellor's HDR Travel Grants FAQs**

**Can I apply if I am on the automatic COVID program extension?**

Yes, if as you meet the other conditions.

**Can I apply for this grant for travel that has already happened?**

Yes, if that travel occurred on or after 1 February 2022 and you meet all the other conditions.

**How long until I know the outcome of the grant?**

Because the grant is available year-round, applications will be assessed in order of receipt. Though it will depend on number of applications, please allow four weeks for an outcome, though every effort will be made to process applications as soon as possible. You will receive an email from the Graduate Research Office (GRO) notifying you of the outcome.

**If I am successful, how will I receive the funds?**

**How long will it take to receive them?**

If successful payment will be made to the same bank account in which you receive your scholarship payments. You can check and manage this in ISIS.

Allow eight weeks from submission of the grant to receipt of funds. It's likely to be quicker than this, but if you want to have the funds to pay for the travel up front this is a reasonable timeframe.

**Do I have to acquit the grant or report on the grant when I get back?**

You won't be asked to acquit the funds, but you must keep a record of your expenditure on travel in case there is an audit. It's a good practice to keep a record of your expenses.

**Am I eligible if I have outstanding milestones?**

Generally, no. If there are extenuating circumstances as to why your milestones are outstanding and you can provide a letter of approval from supervisor in support of your application despite this, with a clear plan of when those milestones will be met, then your application can be considered.

**What can I do if my Chair of Panel is unavailable to sign my application?**

Please substitute with your Head of Department/School in the supporting letter and have them explain why your Chair of Panel is unavailable.

**Can I use the grant funding towards fieldwork/fieldtrip?**

The provision of fieldwork funding is the responsibility of your College.

**What if some documents are not available for me?**

Please provide reasonable suitable alternative documentation to substantiate attendance and/or host institution arrangement. You can demonstrate your planning in the itinerary/budget example by giving detail about your activities there.

**Can I apply if I am on extension of program?**

Generally, no. However, if you are on the automatic COVID extension you are still eligible.

**Can I apply if I have not yet completed at least 12-months of my program?**

Generally no, but if your Chair of Panel can justify you receiving the grant during your first year then you can apply. Remember, the grant can only be accessed once during your candidature.

**Can I apply if I have been awarded previously?**

No, you can only be awarded once for the duration of your program.

**Can I re-apply if I previously withdrew or was not successful?**

Yes, also if you were granted funding which you returned.

**My travel or the reason for my travel has been cancelled, but I have already been awarded the travel grant. Can I re-use the funding for a future travel?**

No, you must return the amount awarded, and re-apply for the new travel.

**I have awarded VC travel grant, but my travel has cancelled due to personal change of travel plan, can VC travel grant reimburse the registration fee/flight/accommodation cancellation fee that I have already paid?**

Yes, but you will not be eligible for another grant of the travel. Consider returning the funds and applying again in future.

**My trip is undertaken in multiple cost group regions, which cost group will apply?**

An assessment will be made about where the bulk of the HDR travel will be spent. Be sure to clarify your activities in your travel cost breakdown.

**What are examples of suggested return activities?**

Presentation to your school or research group, knowledge sharing sessions, writing an article.

**Can I go on a side trip for fun or to visit family while on research travel?**

Yes, but you must take the appropriate leave from your program. Your supervisor is asked to confirm that you have taken the appropriate leave in their letter of support.

**Can I commence and/or finish travel outside Australia?**

No, except for students completing their candidature off-shore (please note that for off-shore students, the amount which can be awarded may be revised in consideration of student's location). Please provide evidence that your candidature is being spent off-shore.

**What if I want to attend a conference, but will not be participating in presentation or poster?**

No, applicants must demonstrate their participation in conference. However if the conference is a secondary activity (for instance, to an institutional visit) we may be able to count it.

**Can I apply funding support more than the maximum funding?**

Only in very exceptional cases will this be considered. Applicants should submit special consideration letter to the Dean, Higher Degree Research.

**I am filling out travel e-form, what is the charge code for VC travel grant?**

Use "self-funding" when filling in the travel e-form.

**I'm currently doing a Masters by coursework program, but have a paper accepted for a conference, can I apply?**

You must be either a PhD or Masters by Research candidate to be eligible. Check with your College Student Admin team if you are not sure.

**What if my country does not have a cost group?**

Please contact the GRO team.

**Can I use VC travel grant for multiple events?**

Yes, only if multiple events are within one trip (i.e. consecutively, with no return to Australia before the next leg of travel).

**What if I have other general travel related questions?**

Please refer to the broader ANU travel policies and procedures and travel advice from DFAT:

Policy: Travel - [https://policies.anu.edu.au/ppl/document/ANUP\\_000476](https://policies.anu.edu.au/ppl/document/ANUP_000476)

Procedure: Travel - [https://policies.anu.edu.au/ppl/document/ANUP\\_005402](https://policies.anu.edu.au/ppl/document/ANUP_005402)

Procedure: Travel to high risk destinations -

[https://policies.anu.edu.au/ppl/document/ANUP\\_000677](https://policies.anu.edu.au/ppl/document/ANUP_000677)

Procedure: Travel to high risk destinations, procedures for risk assessment -

[https://policies.anu.edu.au/ppl/document/ANUP\\_000516](https://policies.anu.edu.au/ppl/document/ANUP_000516)

DFAT: <http://dfat.gov.au/travel/Pages/travel.aspx>