

The University of Newcastle  
School of Education

Research Higher Degree  
**International Fieldwork Grant  
Application Form**

Applications should be received at least two (2) months before expected departure date. Applications are to be delivered to the Head of School for Research Development at the Hunter Academic Support Unit office, HA80, or submitted electronically (with pdf copies of all attachments) to soe-research@newcastle.edu.au

The application must be submitted using this form in order to be eligible.

Name			
Address			
Phone			
Email			
Year you first enrolled in this research degree		No. of full-time equivalent semesters actively enrolled	
Full time or Part time		Anticipated date for thesis submission	

### 8.2.1 Fieldwork details

Current title of your thesis:	
Briefly detail the country/s to which travel is required, the nature of the fieldwork to be conducted in each site, and its place within the overall study.	
Proposed timeline for travel and international fieldwork:	

**8.2.2 Eligibility Criteria**

Have you successfully completed your <i>Confirmation of Candidature</i> ?	YES NO (delete one)
Have you presented your work to a School of Education Research forum (e.g. SSTAR session, Postgraduate Research Conference) this calendar year?  If no, please confirm when you will do so: .....	YES NO (delete one)
Have you gained Ethics approval from the <i>Human Research Ethics Committee</i> for your planned overseas fieldwork?  Please provide the HREC approval number: .....	YES NO (delete one)
Have you gained <i>Safety Clearance</i> from the University for your HREC approved international fieldwork?	YES NO (delete one)
<p><b>Supervisor(s) support</b> Supervisor(s) are asked to comment in on the candidate's progress, the importance of the international fieldwork to the research, and the proposed timing and timeline for the travel and fieldwork.</p>	

**8.2.3 Communication with supervisors**

Have you discussed regular communication with your supervisor while conducting overseas fieldwork?	YES NO (delete one)
Are you and your supervisor satisfied that this communication will be sufficient to support your overall progress, and the successful completion of your fieldwork?	YES NO (delete one)

**8.2.4. Budget Information**

**\* Note: Quotes and / or receipts, converted to Australian \$, must be attached.**

Itemised Budget Items (The maximum available under the international field work grant is \$2500 intended to cover travel expenses, principally the international airfare. Other field work costs should be claimed against your individual RTS allocation).	Cost of Item	Amount Requested
International Air Travel (under the field work grant)		
Domestic (in-country) travel costs (under the field work grant)		
Accommodation (from your individual RTS allocation)		
Other Fieldwork costs (from your individual RTS allocation)		
Total		

**Budget Justification**

In the space below (not exceeding one page), write a justification for each category of the budget requested, using the same headings as above. Ensure that all items are adequately and clearly justified. Attach receipts or quotes, or indicate sources of costs, in order to support the amounts you are claiming.

**Supervisors Details**

<b>Principal Supervisor</b>	
Name	
Phone	
Email	

<b>Co-Supervisor #1</b>	
Name	
Phone	
Email	

<b>Co-Supervisor #2</b>	
Name	
Phone	
Email	

**Certification**

To be signed by all applicants.

I/We certify that all the details in this application are correct

<b>Applicant</b>		
Name	Signature	Date

<b>Supervisor(s)</b>		
Name	Signature	Date

Please ensure that this form and all necessary attachments are complete before submission of this application.