Where is the Fieldwork and Conference application form located?
The application form is located on Wattle > SOA HDR Community Site > CASS INFORMATION > Fieldwork and Conference Funding > CASS Research Support Application Form.

Am I eligible to apply?
To be eligible you must have completed your TPR presentation, met with your panel and submitted your paperwork online via ISIS.

What amounts can I request?
As of 25 July 2014, the maximum amount available for HDR fieldwork and conferences funded by the School of Art will be up to $5000 for PhD Students in total. This includes up to $4000 for fieldwork and up to $1000 for conferences. MPhil fieldwork and conference funding will remain up to $2000 and $1000 respectively. Each application is assessed on a case-by-case basis. You cannot exceed the amount allowable.

Can I just attend a conference?
No. You must have a paper accepted and been formally invited to attend and present at a conference.

When can I apply?
The School of Art has introduced 2015 deadlines for HDR Fieldwork and Conference funding. The funding rounds are: 20 February | 15 May | 14 August

When can I travel?

20 February 2015
- approved domestic trips commence from 20 March onwards
- approved international trips commence from 21 May onwards

15 May 2015
- approved domestic trips commence from 15 June onwards
- approved international trips commence from 16 August onwards

14 August 2015
- approved domestic trips commence from 14 September onwards
- approved international trips commence from 15 November onwards

November, December and January are not valid months to apply. In special circumstances if you have been advised your paper has been accepted for a conference and it is in between funding rounds you contact the Graduate Administrator to gain advice.

What supporting documentation should I provide?
1. You need to provide quotes (screen grabs, emails, and quotations) which show the amount that you are requesting to be funded by SOA. For example, if you request funding for an airline ticket you must have a quote from a travel source which matches the amount. If you are staying at various accommodations with an average cost provide where you obtained this cost from (ie. Airbnb, hotel). Make sure your funding amounts are consistent throughout the application. If you are travelling overseas make sure you convert the foreign currency to $AUD and ensure the total amount requested adds up. Make sure your accommodation is not 4 or 5 star! You are a student and not travelling as you would on personal trips.

2. Supporting statement from your Supervisor – your Supervisor/Chair needs to see your final application, proposed budgets, itinerary, letter of support (for Conference) and any other documentation you consider important to support your application request.

When I have everything ready, who do I submit this too?
You can email/post/hand-deliver your application to the Graduate Assistant – graduateadmin.soa@anu.edu.au. The Assistant will check everything is in order and if there are any issues will contact you direct for clarification.

Need more information?
Visit SOA HDR Wattle and check the School of Art Flow chart for travelling (fieldwork, research or personal). There is a sample of a successful fieldwork application which we strongly encourage you read before applying. Contact the Graduate Assistant for further advice.

Good luck!