



School of ADP - Research Grant Guidelines

Background

The School recognises that fieldwork and research activities, including conference presentations, are integral elements in developing research skills. The objectives of the grants are to:

- To assist with candidates' research and professional development
- Assist research candidates with travel costs associated with research-related activities
- Enrich the quality of research undertaken by research candidates
- Enable research candidates to develop relationships within the research community (local and international)

Eligibility and Conditions

1. To be eligible for funding, applicants are required to:
 - 1.1 Be currently enrolled PhD or MPhil candidates (full-time or part-time) in the School of Architecture, Design and Planning
 - 1.2 Have successfully completed Confirmation of Candidature (Progress Review 1), with the exclusion of the purchase of a computer/laptop at commencement
 - 1.3 Have sought and been unable to secure funding from other sources, including their advisory team.
 - 1.4 Submit an application, with appropriate supporting documentation (travel quotes and/or receipts)
2. PhD candidates who commenced in 2025 will be limited to a maximum level support of \$3,000 and MPhil candidates will be limited to \$1,500 in total, over the duration of their candidature.

PhD candidates who commenced *prior to* 2025 will be limited to a maximum level support of \$5,000 and MPhil candidates will be limited to \$2,500 in total, over the duration of their candidature.
3. Funding is also subject to budget availability and award is not guaranteed.
4. Approval is based on the written case presented to the Selection Committee. Applications without sufficient supporting documentation will *not* be considered. Consideration may also be given to any other factors that the Selection Committee considers to be appropriate and in line with the School's strategic direction and priorities.
5. Funding is **not** retrospective. Reimbursements will not be considered.
6. The School reserves the right to revise the Research Grant funding from time to time.
7. Applicants will be asked to use external grant funds to support research where appropriate. If an application for funding is over the listed amounts, then the applicant may need to consider using other sources of funding.
8. If an application is successful and an applicant applies again for funding from this scheme, they will be required to report on the success of the last application. If there has been no research output as detailed in the original application, then further funding will not be approved. The report on research outputs should be submitted along with second application.



9. Funding conditions:

9.1 Equipment

- Applicants can elect to purchase equipment; these items are UQ assets and must be returned to UQ on withdrawal or completion of studies.

9.2 Fieldwork

- Submit or already submitted a detailed fieldwork program to the School as an integral part of the application for Confirmation of Candidature.
- Applications for fieldwork funding for the purpose of research involving human subjects must demonstrate compliance with the [University's code of conduct](#) and ethics approval research, before any data gathering or interpretation can commence.

9.3 Conferences

- Applicants are eligible to apply for the travel grant to attend conferences if you are presenting a paper or poster related to your research.
- If, for any reason, an Applicant does not present at the conference for which they have received conference assistance funding, then the amount received must be repaid to the University in full.
- Successful applicants undertaking travel must comply with the [UQ Student Travel Procedure](#)
- Grant funding covers the following conference expenses:
 - costs of return (economy) fares for both domestic and international travel
 - Visa fees
 - Accommodation costs (noting the School uses the Australian Tax Office as a maximum determination of reasonable amounts for accommodation per night)
 - Conference registration fees (presenters only)
 - Incidental travel costs will be considered, while giving priority to main expenses as above.

9.4 Editorial assistance

- Expenses such as: fees for *editorial assistance* for the final dissertation, assistance in layout or design.

Applications

Applications can be submitted any time after confirmation and *before* you undertake any travel, conference attendance, etc. Applications must be endorsed by your Principal Advisor and are then assessed by the Director of Higher Degree Research.

1. Applicants must complete an application for School Research Grant funding using the [Application Form](#)
2. Submit to your Principal Advisor with *supporting documentation* (travel quotes and/or receipts) for endorsement
3. Email application form and documents to office@adp.uq.edu.au

Applicants will be advised by email of the outcome of the application within approximately two weeks. It is the candidate's responsibility to submit their application *prior* to travel/conference dates.