

HDR - \$750 HDR Funding Guidelines and Information

OVERVIEW

Higher Degree by Research (HDR) students in the School of Information Technology are allocated \$750 per year (\$375 pro-rata for part-time students/full-time students starting between 1 July – 31 December in their first year) to use towards research-related expenses. This amount will be allocated out of the Supervisors Project code and the supervisor will determine how this allocation of funding is to be spent for each student.

Please note that funds can only be used for activities that occur during 2020. For example, you cannot prepay for a 2021 conference registration.

To apply for access to DeakinUniFi:

- Download a copy of the [DeakinUniFi System Access Application Form](#);
- Tick the box marked 'HDR Student' at the top-right corner of the form;
- Fill out the 'Staff Details' section, ignoring 'Supplier Info' and 'Position Title';
- Ignore Section 1;
- In the 'Comments' box under Section 1, type '*HDR student requiring access to DeakinUniFi for claim reimbursement*';
- Ignore Section 2;
- In the 'Authorisation' section, sign the 'applicant signature' box, and add the date in the 'date' box;
- Send the form to SIT-Research@deakin.edu.au for approval and completion.

EXAMPLES OF EXPENSES THAT CAN BE CLAIMED

When directly related to research studies, the following expenses may be permitted:

- Conference travel – ***No longer supported under current travel restrictions until further notice***
 - Click on [SEBE Travel Request form](#) to request a CTM flight quote.
 - Students are to complete the new online *Travel Request Form* and further travel information can be found at the [Deakin Travel](#) site
- Local research-related travel (e.g. train fare to meeting/seminar)
 - Students are to purchase the transport fares and submit the receipts for re-imburement.
 - Myki cards must be registered and the relevant 'my transactions' statement uploaded to [DeakinUniFi](#) for re-imburement.
- Membership fees for professional societies (e.g. ACS, IEEE, EA, etc.)
 - Students are to purchase the membership and submit the receipts for re-imburement through [DeakinUniFi](#)
- Computers that will assist the student in undertaking their research
 - All computers/laptops must be purchased via the University Provider (Data 3) – Please submit an [ICT request](#).
- Equipment that will assist the student in undertaking their research
 - Students are to purchase the equipment after supervisor approval and submit the receipts for re-imburement through DeakinUniFi.
 - Alternately, an equipment purchase request can be made via TRACIE. If you do not have access to the system, please contact the School Manager, [Sheena Saunders](#).
- Other
 - Please contact the School Manager, [Sheena Saunders](#) for approval.

EXAMPLES OF EXPENSES THAT CANNOT BE CLAIMED

- Books
- Printers and cartridges
- Stationery
- Mobile phones
- Tablets (iPads, etc.)
- Hard drives
- Software – please discuss any software requirements with Senior Technical Officer - School of Information Technology, [Nghia Dang](#).

ACCOUNT CODE

You will be required to enter the following account code into DeakinUniFi:

- Company: CY01 Deakin University
- Cost Centre: 251301
- Fund: F002 Central Research Funds
- Program: PG00231 HDR Allocation
- Project: XXXX *Please contact SIT-Research@deakin.edu.au for your **Supervisors unique project code**.

PROCESS**CLAIMING REIMBURSEMENTS:**

- Firstly, please contact your Supervisor via email to obtain approval to purchase items using the HDR Funding.
- You will require the Supervisors project code in order to submit the expense, this can be obtained by emailing SIT-Research@deakin.edu.au.
- Submit all re-imbursments online via [DeakinUniFi](#)

What you will need to claim your re-imbusement:

1. Access to [DeakinUniFi](#). Please see 'Overview' Section for instructions on applying for access.
2. Account code – please contact SIT-Research@deakin.edu.au if you do not have this information.
3. The following must be uploaded to [DeakinUniFi](#) when claiming a re-imbusement:
 - a) **Receipts** - supporting documentation must have the minimum details as follows:
 - name and address of the supplier;
 - description of goods/services supplied;
 - date of transaction;
 - amount paid;
 - method of payment;
 - amount of applicable taxes paid.
 - b) **Supervisor approval** – email confirmation that your supervisor approves the use of the HDR funding for this purpose.

How to apply for a Reimbursement

Please review the [Expense Resources and Work Instructions](#) to assist in submitting your re-imbusement claim via [DeakinUniFi](#).

For further information regarding setting up DeakinUniFi access or how to submit a re-imbusement, please visit the [Deakin Finance Hub](#) or email deakinunifi@deakin.edu.au

Please contact the Finance Office for further assistance with DeakinUniFi reimbursements: SEBE-Purchasing@deakin.edu.au or deakinunifi@deakin.edu.au.