



## Research Support Fund Reimbursable Items List

### For Higher Degree by Research students

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This document provides information about the expenses eligible for reimbursement from the HDR Research Support Fund. The document must be read in conjunction with the *Guidelines for Essential Facilities* available at: <https://students.curtin.edu.au/essentials/higher-degree-by-research/during-candidature/>

All claims for reimbursement must be supported with an appropriate receipt/invoice. Claims will not be reimbursed if an appropriate receipt/invoice is not submitted.

Cash advances will only be permitted in the most exceptional of circumstances and must be arranged with the GRS prior to the expense being incurred.

Claims for reimbursement should be submitted within 90 days of the expense being incurred.

Any asset which is reimbursed remains the property of the enrolling school. This includes items such as books and equipment used for research.

### Expenses eligible to be considered for reimbursement

Please note: to assist with the timely processing of claims, you should use the narrations listed under each heading when submitting a claim for reimbursement through Concur.

#### Research related travel expenses

*Concur narration: e.g., "Travel for Fieldwork" or "Travel for Training"*

1. Depending on the candidate's project design (as approved at Milestone 1), some HDR students will be required to undertake travel for fieldwork, to access specialist labs or equipment or to access specialist training. Travel may be eligible for reimbursement subject to the following conditions:
2. All travel must comply with Curtin's [Travel Procedures for Students](#). Notably, flights must be booked through Curtin approved Travel Management Company in order to be eligible for funding and travel approval must be obtained prior to the travel taking place. It is strongly suggested that travel is arranged at least 60 days prior to the departure date.
3. Accommodation may be booked by a Curtin Travel Facilitator or may be booked by the student themselves. Accommodation should be booked with a registered provider (e.g. hotel, motel, backpackers), except in circumstances where this is not practical. Students attending conference are eligible to claim the cost of accommodation from the night before until the final night of the conference inclusive.
4. For travel for fieldwork and data collection, candidacy approval, as well as any required Ethics approval, must be obtained prior to travel for fieldwork and data collection.
5. Travel for training/workshops (i.e. specialised courses or training for specific data collection/handling/analysis techniques) may be eligible for reimbursement where the course is considered by the supervisory team as beneficial to enabling the candidate to conduct the approved research project. Where required, such travel will normally (but not always) occur prior to Milestone 2.

## Scholarly books / texts

*Concur narration: e.g., "Scholarly book"*

The cost of scholarly books / texts may be eligible for reimbursement where the following conditions are met:

1. The book/text is not available in the University Library and the Library has not been able to secure a physical or electronic copy for loan through inter-library loan. You must demonstrate in your claim that your loan request to the Curtin library for the book/text has been rejected.
2. Where practical, the book must be purchased from the publisher.

## Thesis production costs

*Concur narration: e.g., "Thesis Production: Binding" or "Thesis Production: Editing"*

The costs of engaging an external party to proofread a thesis can be reimbursed if undertaken in accordance with the [Guidelines for the Editing of Research Theses by Professional Editors](#). The following criteria must be met:

1. Where practical the editor must be chosen from the [Institute of Professional Editors Ltd.](#)
2. Editors who are not members of the Institute of Professional Editors should hold disciplinary specific knowledge about formatting and editing and appointment of an editor must be approved by the supervisor.
3. Thesis editing will normally not exceed \$2,500.
4. The costs of thesis printing and binding can be reimbursed to a maximum of two copies.

## Research participant time/cost reimbursement

*Concur narration: e.g., "Research participant reimbursement: Coles Myer vouchers"*

Any expenditure on reimbursing research participants for their time or costs incurred to participate in the approved research project requires Ethics approval. If the expenditure has Ethics approval, a claim may be submitted to Concur.

## Journal paper publication costs (including open access costs)

*Concur narration: e.g., "Journal publication cost"*

Publication costs for journal papers may be eligible to be supported by the Research Support Fund when:

1. The journal article reports on the results of the student's HDR research.
2. The student is the first named author and Curtin is the student's first named affiliation on the paper.
3. The journal is a well regarded scholarly peer reviewed journal.
4. Where relevant, the publication forms part of the dissemination plan approved at Milestone 2.

## Creative production costs

*Concur narration: e.g., "Creative Production Costs: art supplies"*

Art and design equipment and supplies (inclusive of set design, technical support, post-production and editing, studio hire, film and developing, exhibition space hire) are eligible for reimbursement where required for the approved research project.

## **Transcription and translation services**

*Concur narration: e.g., "Transcription Services"*

1. The cost of transcription and/or translation of data is reimbursable where the student has specified the use of these services in their approved project.
2. The cost of textual translation may be reimbursed where this is required for the research project.

## **Other miscellaneous costs**

*Concur narration: e.g., "Miscellaneous: Safety Equipment" or "Miscellaneous: Dictaphone"*

1. Safety equipment (project specific and not provided by the School);
2. Data sets (including panel data) not already available in the University for use by the student (data purchased using Consumables funds remains the property of Curtin University);
3. License to access databases or archives where these are not already held by Curtin;
4. License to access specialist software (or specialist software when a license is not an option) which is required for the research when not already available at Curtin.
5. Dictaphones and other data recording devices (including for images) where required for interviews where interviews are an approved data collection method for the study; and
6. Lab consumables purchased through an approved University provider (where not provided by the School);

## **Expenses not eligible for reimbursement**

Research Support funding is provided to support students with their data collection (including required specialised training), data analysis and thesis preparation. Schools are to provide essential facilities including adequate access to computers and appropriate basic software, a workspace and telephone. While there is considerable flexibility regarding the types of expenses that can be supported, the following will not be funded:

- **Computing expenses**  
Computing expenses including personal computer or laptop, computer hardware, computer accessories, basic software, mobile devices, data storage and tablets cannot be reimbursed by the Graduate Research School.
- **Costs relating to family travel and incidentals**
- **Costs of obtaining travel visas**
- **General field trip equipment (e.g. clothes, shoes, camping equipment)**
- **Professional association membership fees**
- **Home internet or telephone access**
- **HDR student parking costs incurred on a Curtin campus**
- **Personal living expenses (e.g. home rent, private car costs, food\*)**
- **Supervisor or mentor time**
- **Mileage**
- **Laboratory equipment**

- **Journals and books available through the library or interlibrary loan**
- **Local consumables and lab expenses which are charged through overall consumables allowance at the school level**
- **Stationery**
- **Fines for library, parking or other**
- **Student Services Amenities Fee (SSAF).**

\*Reimbursement for food items will only be considered where the food items are the subject of the research project. Catering for meetings and food expenses during travel will not be reimbursed.

If the item you wish to claim reimbursement for does not appear on this list, you may seek clarification from [ROC.GRS@curtin.edu.au](mailto:ROC.GRS@curtin.edu.au)