



Surname:		Given name(s):	
Student ID:		Email address:	
School:		Supervisor:	

**SECTION A: Eligibility**

Are you enrolled in:  PhD  Masters by Research

Is this the first time you have applied for GRATS?  Yes  No  
If no, please advise the year of your last application \_\_\_\_\_

Are you Confirmed (PhD) or have you had your Formal Review (MA)?  Yes  No

Are you on an extension to your candidature?  Yes  No

**SECTION B: Funding request**

Amount requested from Faculty:	
School contribution:	
School THEMIS account:	
Total amount requested:	

NB: Please refer to the [GRATS guidelines](#) to review your entitlements under this scheme.

**SECTION C: Travel safety**

Have you (please check only after ALL the following have been completed):

Submitted a Leave to Study Away application via the Student Portal? Form number \_\_\_\_\_

Ensured that you are not travelling to a country issued with a DFAT warning?  
*If you are travelling to a country issued with a DFAT warning, please ensure you attach the required approval {Head of School or Academic Registrar} to your Study Away Form.*

Arranged travel insurance for your trip?

**SECTION D: Head of School Signature**

I approve this applicant's request for GRATS funding and confirm that any potential risks have been identified and discussed.

Head of School Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION E: Travel details summary**

Will you be (please check those that apply to you):

Travelling:     Overseas     Nationally

Presenting at a conference

Visiting archives or libraries

Undertaking interviews

Short period of fieldwork (less than 3 months)

Travel dates:	
Destination/s:	
Name of conference, institutions, centres being visited:	
Title of Conference paper (if applicable):	
Expected outcomes from this research trip:	

*NB: Please provide supporting documents as outlined in Attachments A and B.*

**SECTION F: Budget**

Please fill in the budget proforma (see page 3) and include this in your application.

*NB: Please provide supporting documents as outlined in Attachment C.*

**SECTION G: Applicant's declaration**

I hereby declare that all the information I have provided on this form is accurate and complete. I understand that providing incomplete or false information can result in delayed or reduced payment.

I have attached all the documentation required by the scheme (see page 4).

**Signature of applicant:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **GRATS Proforma Budget** **Attachment C**

Please quote figures in Australian dollars.

<b>INCOME</b>	
APA / MRS / MIRS or other living allowance or scholarship <sup>1</sup> .	\$
GRATS amount requested from Faculty	\$
GRATS School contribution	\$
Other funding (including personal savings or wages)	\$
<b>Total Income</b>	<b>\$</b>

<b>EXPENSES</b>	
Airfare (please attach a copy of your cheapest quote)	\$
Train, bus fares to destination	\$
Local travel at research/conference site	\$
Visa fees and airport taxes	\$
Accommodation	\$
Conference fees	\$
Other expenses (eg. Entrance fees)	\$
Travel insurance <sup>2</sup>	\$
<b>Total GRATS expenses</b>	<b>\$</b>

<b>Expenses NOT covered by GRATS</b>	
Per diem (living allowance) <sup>3</sup>	\$
Visa fees and airport taxes	\$
Other travel expenses	\$
<b>Total Non-GRATS expenses</b>	<b>\$</b>

<b>Total income</b>	<b>\$</b>
<b>Total expenses</b>	<b>\$</b>

<sup>1</sup> If applicable, note any money from your living allowance scholarship that you will be able to use toward the trip. Deduct expenses (eg. Rent) that you will continue to incur in Melbourne while you are away.

<sup>2</sup> Applicants must have Travel Insurance prior to travelling. To accommodate the needs of all University of Melbourne Students engaged on University Travel, free Student Travel Insurance is available for eligible applicants who have registered their University-approved travel with the University's insurance office at least one (1) week before their departure date. For more information please see the Students [Insurance](#) web page. Alternatively, students may purchase travel insurance from elsewhere (quotes for travel insurance sourced elsewhere should be included in your budget). It is the applicant's responsibility to ensure that adequate insurance cover has been obtained, and that the insurance meets all of their needs.

<sup>3</sup>

The per diem rate should include expenses such as meals, and incidentals for the period you are travelling for research-related purposes. Please do not include any periods of personal travel in the per diem. For information on calculating reasonable per diem's, please refer to the



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## CHECKLIST OF REQUIRED INFORMATION/DOCUMENTATION

***Please ensure your application has clearly addressed ALL these points before checking the boxes:***

- The Head of School has signed the front page of the GRATS application.
- A School contribution of \$250 or more and the School's Themis code has been provided. *(Failure to provide this code may result in delayed processing of your application).*
- ATTACHMENT A:**  
A detailed explanation of your trip *(of no more than 2 pages)*. This must include:
  - A statement that clearly explains what you plan to achieve whilst overseas and how your proposed travel will add value to your thesis
  - An itinerary of your proposed travel. Your itinerary must list the dates (or expected dates), places you wish to visit, and what you plan to do at each place
  - A list of the formal contacts/arrangements you have established or are establishing
- ATTACHMENT B:**  
Evidence of the research activity being undertaken (please restrict this section to a maximum of one page per activity), for example:
  - Public libraries: web address
  - Archives or libraries with restricted access: an email approving access
  - Conference presentation: an email or invitation stating that the paper has been accepted for presentation
  - Interviews: the interviewee's contact name and email address, and the date, time and destination of the interview
- ATTACHMENT C:**  
A completed budget proforma. Please provide quotations for each budget item specified in the proforma (no more than ONE page per item.).  
Eligible costs for budget estimate:
  - Airfare, train/bus fares to destination
  - Local travel at research/conference site
  - Accommodation
  - Conference fees
  - Other expenses (eg. Entrance fees)
  - Travel insurance.
- ATTACHMENT D:**  
A short endorsement of your trip written by your supervisor, which includes:
  - Support for what you plan to achieve whilst overseas and explains how the travel is academically justifiable to your thesis
  - Confirm that your budget costs are justified/reasonable
  - Confirm how much money your department will be contributing to the cost of your trip