

**Appendix A - Higher Degree by Research Consumables Allowance Budget Proposal**



Student ID number   
 Student name   
 Name of the Supervisor

Do you have an Australian bank account? Yes

No

If No, please use the Consumable and Fieldwork Expense Application when applying for reimbursement.

<http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>

Descriptions			First (Candidacy)	Second (1.0 EFTSL)	Third (2.0 EFTSL)	Fourth (3.0 EFTSL)	Total
<b>Income</b>							
Funds available from the Graduate Research School			\$	\$	\$	\$	\$
<b>Total available funds for the study</b>	<b>A</b>		\$	\$	\$	\$	\$
Comments (325 characters):							
<b>Internal costs (School funded)</b>							
Consumables (e.g. Printing, photocopying, etc.)			\$	\$	\$	\$	\$
Laboratory facilities/supplies			\$	\$	\$	\$	\$
<b>Total internal direct costs</b>	<b>B</b>		\$	\$	\$	\$	\$
<b>Total funds available (after deducting internal direct costs)</b>	<b>C = (A-B)</b>		\$	\$	\$	\$	\$
<b>Research support</b>		<b>Line Item</b>					
Stationery (not provided by the Enrolling Area)		72401	\$	\$	\$	\$	\$
Printing, photocopying, postage (not provided by the Enrolling Area)		72605	\$	\$	\$	\$	\$
Lab consumables not provided by the Enrolling Area (purchased through an approved University provider)		72722	\$	\$	\$	\$	\$
Transcription from interviews, translation services		70313	\$	\$	\$	\$	\$
Books, journal and study material (not readily available in the Curtin Library; both paper and electronic)		71901	\$	\$	\$	\$	\$
Professional subscriptions (for duration of study only)		71903	\$	\$	\$	\$	\$
Creative production costs: Art and design equipment and supplies (incl. set design, technical support, post-production/editing, studio hire, film/developing)		72722	\$	\$	\$	\$	\$
Specialised software (research project specific)		72301	\$	\$	\$	\$	\$
Thesis binding, editing and proofreading costs		72605	\$	\$	\$	\$	\$
Workshops, training courses (research project specific)		70362	\$	\$	\$	\$	\$
Research incentives (for the participants) on the express permission of the supervisor		70315	\$	\$	\$	\$	\$
Other consumables/materials (incl. required safety equipment)		72769	\$	\$	\$	\$	\$
Other incidental expenses		70315	\$	\$	\$	\$	\$
<b>Fieldwork and travel</b>							
Travel and transport		70362	\$	\$	\$	\$	\$
Accommodation		70362	\$	\$	\$	\$	\$
Meals and incidental expenses		70362	\$	\$	\$	\$	\$
<b>Proposed conference expenditure (excluding ORD Conference Support allowance of \$2500)</b>							
Conference registration		70361	\$	\$	\$	\$	\$
Travel (e.g. Airfare)		70362	\$	\$	\$	\$	\$
Accommodation		70362	\$	\$	\$	\$	\$
Meals		70362	\$	\$	\$	\$	\$
<b>Total expenditure to be incurred for the study</b>	<b>D</b>		\$	\$	\$	\$	\$
<b>Any shortfall or surplus of funds</b>	<b>(C-D)</b>		\$	\$	\$	\$	\$

NOTE: Only students with an Australian bank account are eligible to use the Concur HDR Consumables System. The Consumables and Fieldwork Expense Application must be used in other instances.  
 NOTE: Variations to this budget proposal should be discussed with and approved by your Supervisor. The budget proposal should be reviewed and reported within the Annual Progress Report.  
 NOTE: Travel must be booked via a University Travel Facilitator and the student must include the receipts and approved copy of the relevant form/s.

**Your Supervisor must complete this section.**

I have consulted with the student concerning the incurred costs and recommend the claimed expenses be approved.

Supervisor name:

Signature of Supervisor:

Date:

**Your Enrolling Area must complete this section.**

Enrolling Area decision:

Approved

Not approved

Date:

Head of Enrolling Area name:  
(or appropriate alternate)

Signature of Head of Enrolling Area:  
(or appropriate alternate)