

## SoHCA Candidature Support Funding Processes

March 2025

NOTE. The best source of info (incl all forms) is [postgradsHCAadmin@westernsydney.edu.au](mailto:postgradsHCAadmin@westernsydney.edu.au); NEVER PAY ANYTHING PRIOR TO APPROVAL (CoC approval DOESN'T COUNT); do a good job completing the [postgrad funding application](#) (be convincing, lay out all details, incl. budget, get supervisor endorsement and signature); keep a tally of items applied for (have up to \$6k for doctoral candidature, \$1k for MREs thesis year); don't apply till after completion of CoC, and read the [Higher Degree by Research – Resources Procedures](#).

Processes for applying for common postgraduate 'items' (although please note that this is just a rough guide, processes often change, so always email the postgrad email)

Items/equipment	Suppliers	Travel	Thesis Editing	Research Participants
1. Discuss with supervisor	1. Ask supplier for quote, use quote guidelines	1. Discuss with supervisors. Commence min 6 wks prior	1. Discuss with supervisors	1. Discuss with supervisor
2. Source quotes for items (DON'T BUY)		2. Read <a href="#">travel policy</a>	2. Read <a href="#">Thesis Editing Guidelines</a>	2. Determine how many vouchers needed and value. Max value \$50
		3. Request travel profile and fill in student profile form	3. Request editor quote form and thesis editor register	
		4. Generate a quote using carrier websites, booking.com	4. Ask for quotes from two editors	
Complete <a href="#">postgrad funding application</a> and send to postgrad email	2. Complete <a href="#">postgrad funding application</a> , and send it and supplier's quote to postgrad email	5. Complete <a href="#">postgrad funding application</a> , incl. budget, quotes, conf. paper acceptance	5. Complete <a href="#">postgrad funding application form</a> , and include two quotes	3. Complete <a href="#">postgrad funding application</a> and indicate how many participants, what doing
Once approved ask Rinu/Melinda to pay on your behalf, OR	3. Await approval, and once approved tell supplier to commence the work	6. While wait complete other travel forms (DTS, International SoS travel brief in SOS app)	6. When approved ask editor when work will occur and inform via postgrads email	4. Once approved inform Rinu/Melinda how many vouchers needed
Pay, keep receipt and request a reimbursement. This will require completing a student profile info form	4. When complete ask supplier to send email to <a href="mailto:invoices@westernsydney.edu.au">invoices@westernsydney.edu.au</a> , cc in postgrad email.	7. Once approved work with Rinu/Melinda to book travel	7. Once casual contract signed editor can commence, and submit timesheet on completion	5. Prior to, or during, data collection complete Gift Card for Research Participants' form (obtain using postgrad email request)
<b>NOTES</b>				
Any equipment paid for using postgraduate funds needs to be returned to the School on completion of degree.	*Paying a supplier can be complex. Commence this process at least 6 months prior to needing the work done. *Don't let the supplier do the work and then commence the postgrad funding application process	*Quotes may increase during the approval process *Rinu/Melinda will use the travel system; it's too bamboozling *For travel reimbursements collect receipts (food not allowed) and send to postgrad email on return	*To ask for a quote from an editor give them a sample chapter and full word count of thesis, incl. references *Work can't commence till casual contract signed *To submit casual timesheet guidelines <a href="#">here</a> .	*Vouchers are typically distributed using Preezee. *If travelling to a remote area, however, and if cash is required, please email the postgrad email for advice (this is rare). *When submitting postgrad funding application also include Ethics approval documentation

NOTE: laptop leases are not drawn from your postgraduate funding tally, so are applied using a different means. Contact [postgradsHCAadmin@westernsydney.edu.au](mailto:postgradsHCAadmin@westernsydney.edu.au) for more details.