

HDR SCHOLARSHIP FORMS – QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to use forms in Inspire to:

- Apply for scholarship recreation leave (Scholarship holders only)
- Request scholarship extension (Scholarship holders only *included on the candidature Extension form*)
- Claim HDR allowances (All HDR Students)

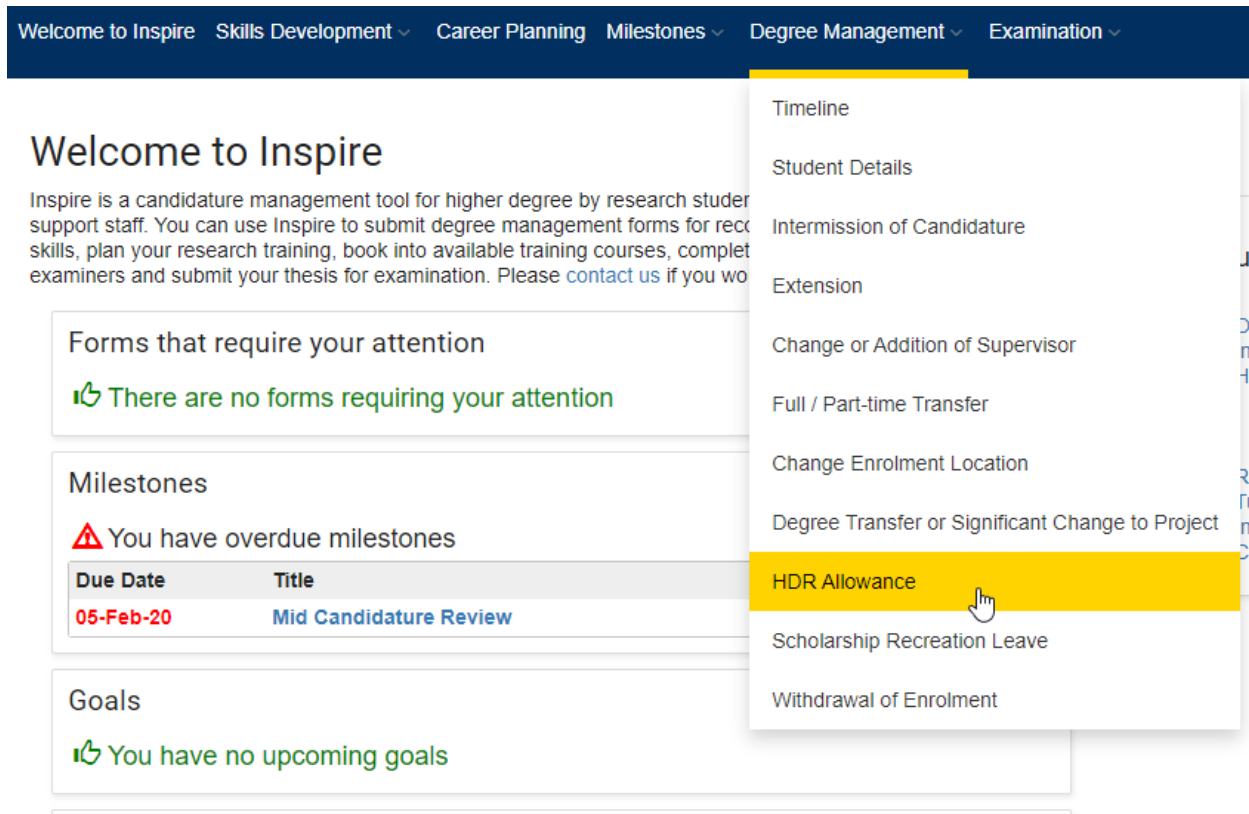
APPLIES TO

- All HDR Students (HDR allowances only)
- HDR Scholarship holders

COMMON QUESTIONS

1. Where are the Scholarship Forms?

Select **Degree Management** and a drop-down menu appears. Hovering over each Form Name highlights the title in yellow. Select the form for the correct application you would like to submit.



The screenshot shows the Inspire web interface. At the top, there is a navigation bar with the following items: Welcome to Inspire, Skills Development, Career Planning, Milestones, Degree Management, and Examination. The 'Degree Management' dropdown menu is open, showing a list of forms: Timeline, Student Details, Intermission of Candidature, Extension, Change or Addition of Supervisor, Full / Part-time Transfer, Change Enrolment Location, Degree Transfer or Significant Change to Project, HDR Allowance (highlighted in yellow with a mouse cursor), Scholarship Recreation Leave, and Withdrawal of Enrolment.

Below the navigation bar, the main content area is titled 'Welcome to Inspire'. It contains several sections:


- Forms that require your attention:** A green checkmark icon and the text 'There are no forms requiring your attention'.
- Milestones:** A red warning triangle icon and the text 'You have overdue milestones'. Below this is a table with two columns: 'Due Date' and 'Title'. The table contains one row: '05-Feb-20' and 'Mid Candidature Review'.
- Goals:** A green checkmark icon and the text 'You have no upcoming goals'.

2. How do I submit an application?

Open the form by click on the blue action button. The form appears in a pop-up window in the same browser tab.

HDR Allowance

Please ensure you refer to the rules stated in the [Research Training Program administrative rules, section 3](#) before beginning this form.
More than one claim can be lodged.
To start your application click the blue "Apply for HDR Allowance" button below.

 [See the workflow used in this process](#)

[Apply for HDR Allowance](#)

Fill in the form, including all mandatory fields marked with a red asterisk. You also need to upload any required mandatory documentation* and electronically sign the form.

Please note: Once you click the 'Apply' button, the form is created, and stays on your record, unless you either delete it or submit it. The 'Discard' button only Discards changes, not the form.

To delete the form, you must select '**Delete**' next to the selected form. Once a form is submitted you are no longer able to delete the form.

Please note: document names need to be succinct and not contain any special characters such as apostrophes.

Once signed the form must be submitted by using the **Submit** button in the top right-hand corner of the form.

Signature Participant(s)

Student, Karen [HDR]
✓ Signed – 02 Apr 19

Signatures

You have signed this form.
This form can be modified until you choose Submit above.

[Sign](#)



[Help](#)

[Submit](#)

[Discard](#)

You will then be asked to confirm your submission before sending.

Are you ready to send this form?

When you send this form it will be officially submitted and the form **will no longer be editable.**

Upon submission, you will be sent an email notification that your form has been submitted and is now awaiting approval in the process.

3. Can I view the progress of my application?

Yes, you can log into your Inspire account and view the progress of your application at any time. A student Dashboard shows each step in the workflow in date chronological order. It displays the status as 'Form Submitted' or 'In Progress' with the Deadline of when the form is required to be actioned by the next person in the workflow.

[Apply for HDR Allowance](#)

Form	Deadline	Status	
HDR Allowance(s) Form	13 May 2020 at 15:00	Form submitted	Print

[\[+\] Show old forms](#)

4. Will I see comments on my application if there are any?

Yes, you can see each comment added to your application. Below is an example of the final OGR approval and comment. This system creates total transparency.

Comments *

HDR Allowance approved by Finance

5. Will I be notified of the outcome of my application?

Yes, final outcome email notifications will be sent to you, your supervisor and other staff involved in the process.