

# 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. Select the form for the correct application you would like to submit

Navigation bar: Welcome to Inspire | Skills Development ▾ | Milestones ▾ | **Degree Management ▾** | Examination ▾

**Welcome to INSPIRE**

Inspire is a candidature management tool for higher degree by research students, external examiners and related support staff.

**HDR Students** can use Inspire to submit degree management forms for record and manage their skills development, manage their thesis variations and examination tasks, engage with the HDR Supervisor and book into available training courses, and view their Register of Supervisors.

**HDR Supervisors** can monitor the progress of their students through variations and examination tasks, engage with the HDR Supervisor and book into available training courses, and view their Register of Supervisors.

**External Examiners** can download a thesis for examination and upload their marks. Please [contact us](#) if you would like more information.

**Forms that require your attention**

🟢 There are no forms requiring your attention

**Degree Management ▾**

- Timeline
- Student Details
- Intermission of Candidature
- Extension of Candidature
- Change or Addition of Supervisor
- Full / Part-time Transfer
- Change Enrolment Location
- Degree Transfer or Significant Change to Project
- HDR Allowance
- Scholarship Recreation Leave
- Withdrawal of Enrolment

### 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.

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## 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.*

To sign the form, tick the box next to your name and click Sign. Once signed the form must be submitted by using the **Submit** button in the bottom right-hand corner of the form.

Signature Participant(s)

[HDR]  
✓ Signed - 27 Jun 23

Signatures

You have signed this form.

You will be asked to sign again if the form is modified (by yourself or others).

[Sign](#)

[Submit](#)

[Discard](#)

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

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## Are you ready to officially submit this form?

This form is ready to be officially submitted. When the form is officially submitted it **will no longer be editable**. Do you wish to continue with the form submit?

[Yes, submit form](#)

[No](#)

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 '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	27 Jun 2023 at 15:00	Submitted

[Show archived 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 Finance approval and comment. This system creates total transparency.

Comments \*

HDR Allowance approved by Finance
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## 5. Will I be notified of the outcome of my application?

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

## Need more help?

For more information about the scholarships refer to the [HDR Scholarships](#) website and Team: [rhdships@flinders.edu.au](mailto:rhdships@flinders.edu.au).