



Conference Funding Application Form

Request for School Support for masters or PhD students to attend a conference

Never Stand Still

Science

School of Biological, Earth & Environmental Sciences

BEES encourages research students to present their research at relevant conferences.

In the first instance all postgraduate research students must first seek and apply for funding from the GRS via the UNSW Postgraduate Research Student Support (PRSS) Scheme for conference travel funds.

<http://research.unsw.edu.au/prss-conference-travel-funds>

For additional conferences or expenses beyond those covered by PRSS, students may apply for up to \$800 towards conference attendance.

- This funding is available only once during a student's candidature in a given research program.
- Students must present their research as a paper, poster or orally at the conference.
- Conference expenses that can be reimbursed under this scheme include registration, airfare or travel expenses and accommodation.
- Applications are due by the census date each semester:
 - Application for Semester 1 funding by 31 March
 - Application for Semester 2 funding by 31 August
- Overtime students cannot apply for this funding.

The Application

To apply the student must complete the *Conference Funding Application Form*. The form must be signed off by the student's primary supervisor, agreeing to the terms listed. The completed forms are to be lodged with Jonathan Russell on or before 31 March for Semester 1 funding or 31 August for Semester 2 funding.

All applications will be assessed by Head of School. Each applicant will be e-mailed the application outcome by Jonathan Russell within two weeks of the application deadline. If awarded the funding, the student is to pay the full expense of the research costs and then claim back the approved funding amount as expense reimbursements using an [ER1 form](#). Original tax invoices for the expenses claimed must be attached to the completed ER1 form and submitted to Francine Gregory for approval. Reimbursement claims must be made as one single claim for the total approved, not numerous smaller claims. Cash advances and payments are not an option.

Provision of this funding is not an entitlement and is at the discretion of the Head of School.



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Student Name

Student ID

Title of Thesis

Name of Conference

Location of Conference

Date of Conference

Presentation Details

ORAL

POSTER

Title:

I certify the above details are correct:

Applicant Name (Print)

Applicant Signature

Date

I endorse this application as primary supervisor:

Supervisor's Name (Print)

Supervisor Signature

Date