QUT POSTGRADUATE GRANT-IN-AID SCHEME
CONFERENCE GRANT

FOR RESEARCH HIGHER DEGREE STUDENTS
Closing Dates: applications are considered year round

Faculty of Health Guidelines for the Award of a Conference Grant

Eligibility:

1. To be eligible, students may apply during any stage of their candidature but must be currently enrolled, with the approval of their supervisor and Head of School or Director of Research. This approval must be given **PRIOR TO TRAVELLING**. *QUT staff* are not normally eligible for funding support under the Grant-in-Aid (GIA), but if no other University/Faculty funding is available, applications may be considered. Proof must be provided that they are ineligible for other University /Faculty funding. The scheme is competitive, application does not guarantee funding.

2. When a student is absent for a single period, including weekends, which encompasses business and private purposes and travel costs are incurred by the Faculty, the student will normally pay 50% of the travel costs (normally 50% of airfares charged to the Faculty) when absence for private purposes is 50% or more of the total period of absence.

3. Grants can only be made to a research higher degree student who is presenting a paper or poster at an interstate or overseas conference as the first-named author. Verification from the conference organiser of acceptance of a paper or poster after the application has been lodged and provisionally approved is acceptable. Applications will be judged solely on the quality of academic grounds cited in the documentation provided.

4. The applicant must be the principal author and presenter of the paper. A statement will be required from the supervisor confirming that the paper being presented covers original, ongoing research, is largely the applicant's own work, reports recent findings and is directly related to the applicant's thesis topic.

5. Grants may be awarded to more than one applicant from the same school, faculty, centre, school or unit, to attend the same conference when papers are being presented by each person.

6. Only one grant (study or conference) will be awarded during a student's candidature. The supervisor and student should consider conference attendance and study opportunities early in a student's candidature, along with the timing of conferences within their research field.

Application:

7. The Grant-in-Aid **must be applied for in advance of the proposed travel**. Retrospective applications will not be considered under any circumstances.

8. Applications will be considered only if they are submitted on the official application form and are received by the Director of Research in the student's school **at least 8 weeks** in advance of the proposed travel, by their IHBI Domain Leader **at least 7 weeks** in advance of the proposed travel (for IHBI student members only) and by the Faculty Office **at least six weeks** in advance of the proposed travel. Normally applications submitted less than six weeks prior to travel will not be considered. The Faculty of Health considers applications on a rolling basis year round*.* It is the applicant's responsibility to obtain approvals from the Principal Supervisor, Head of School or Director of Research, and IHBI Domain Leader prior to submitting the application to the Faculty Office.

Applications to be mailed to: Faculty of Health, Level 7, O Block D Wing, Kelvin Grove Campus, Victoria Park Road, Kelvin Grove QLD 4059
Ph: +61 7 3138 8290 e-mail health.research@qut.edu.au
Correct as at: 22/04/09

Preparing the Budget:

9. Applicants must provide an official written quote for travel including $AUS airport taxes from both of QUT's preferred travel providers (http://www.frp.qut.edu.au/services/travel/index.jsp). QUT has signed agreements with a panel of two Travel Service Providers (TSP) as follows:
    - Campus Travel   http://www.campustravel.com.au/
    - STA Travel   http://www.statravel.com.au/

    These providers are required by contract to provide QUT travellers with the most competitive prices and are the only authorised agents who can provide QUT with considerable discounts under the Qantas National University Arrangement. Around-the-world tickets are acceptable, if proof is provided that it is a cheaper option than a return economy airfare to the same destination. Applicants should also provide an itemised expenditure budget table showing all sources of funding, including external sources (eg. Scholarship from conference organiser, Supervisor's grant). An example of a budget table appears below:

	Funding Source			
	Grant-in-Aid	Student Allowance	Faculty Matching Funds	Self-Funded
Expenditure Item				
- Airfare $2,500	$1,000	$500	$1,000	
- Conference Reg $500		$500		
- Accommodation $500		$500		
- Food and Sustenance $500				$500
BUDGET TOTAL $4,000				
TOTAL	**$1,000**	**$1,500**	**$1,000**	**$500**

10. For Faculty of Health students, the Grant-in-Aid scheme will fund 50% of a return economy airfare up to $1,000. The Faculty of Health will match the Grant-in-Aid amount up to $1,000. In addition, applicants may allocate funding from their annual postgraduate student allowance (normally $1,500) with the approval of their Principal Supervisor. Students must check the guidelines for their annual postgraduate student allowance and ensure funds are available for the intended travel. Applicants are encouraged to seek other sources of funds to off-set any shortfall.

Notification of Approval:

11. The Chair, Faculty of Health Research Committee, on behalf of the Committee, will consider applications. Applicants will be notified in writing within two (2) weeks of receipt of the application.

Payment of the Grant-in-Aid:

12. Upon approval of the Grant-in-Aid application, the Faculty of Health Finance Officer can book and pay for the airfare, accommodation and conference registration fees.

13. All other expenses are reimbursed on return from travel upon submission of original receipts and approval of your Grant-in-Aid report by the Chair, Faculty Research Committee. Within 2 weeks of your return the Faculty of Health Research Committee requires you to submit a report of your travel which must be approved before reimbursement.

14. **It is the student's responsibility to ensure that they obtain the necessary approvals before paying for their airfares, accommodation and other expenses. Students will not be reimbursed for costs already incurred if their application is not approved by the Faculty. Students are also responsible for ensuring that they obtain any necessary travel visas well in advance of their intended departure date.**

15. **The Grant-in-Aid scheme is intended to cover expenses associated with overseas travel for study purposes. Although students are entitled to take personal leave during their trip, the Grant-in-Aid scheme does not cover expenses associated with personal travel including airfares (and other travel), accommodation, etc. These costs are to be born by the student.**

Note:
Higher Degree Research students (domestic and international) travelling overseas must obtain the approval of the Executive Dean prior to travel. Students should complete the "Student Overseas Travel Application Form" and "Assumption of Risk and Exclusion of Liability Agreement" available from the Faculty intranet.

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*Domestic candidates are reminded that if they intend to be absent from the University for a period exceeding 2 weeks to pursue research overseas, they should seek the authorisation of the Research Degrees Committee. Application to study away must be submitted in writing to the Research Students Centre, at least **one month** prior to travel, on the "Overseas Fieldwork Leave" available from the Research Students Centre website.. A letter of support from the Principal Supervisor should be attached.*

International candidates must submit an "Overseas Fieldwork Leave" form regardless of the duration of their travel.

An original Grant-In-Aid application plus the above mentioned travel forms, along with any supporting documents are to be submitted to the Administration Officer (Research), Faculty of Health, O Block D Wing, Victoria Park Road, Kelvin Grove, Qld 4059.

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Paperwork required for QUT Postgraduate Grant-in-Aid Application

Please read the QUT Staff and Student Overseas Travel Protocol, available from the Faculty of Health intranet before proceeding.

Please include the following in your application – in the order given

1. QUT Postgraduate Grants-in-Aid Scheme Application form – for Conference Attendance
   (Signed by student, supervisor, Director of Research/Head of School and Domain Leader)
   http://www.hlth.qut.edu.au/study/scholarships/scholarshipsprizes/NEW_Faculty_GIA_Application_Form_July_2008.doc

2. Faculty of Health Student Travel – Request for Financial Assistance Form
   (Signed by student and Head of School)
   http://www.hlth.qut.edu.au/study/forcurrentstudents/forms/travel/StudentTravelRequestforFinancialAssistanceForm-template.dot

3. QUT Student Overseas Travel – Assumption of Risk and Exclusion of Liability Agreement
   (Signed by student)
   http://www.das.qut.edu.au/docs/Assumption_Risk_Agreement.pdf

4. Insurance Consent Form
   http://www.frp.qut.edu.au/forms/st_consent_form.doc

5. QUT Student Overseas Travel Application Form
   (Signed by student)
   http://www.das.qut.edu.au/docs/Student_OSTravel_AppForm.pdf

6. Acceptance of Conference Paper and copy of Abstract

7. Brief summary of research/progress to date, with a list of relevant publications

8. Statement explaining how participation in the conference will contribute to your research studies

9. Budget

10. Itinerary

11. Statement about authorship *(f applicable)*

12. Conference information/brochure showing date/venue/title/objectives of the conference and tentative program

13. Quote for Airfare (at least 2 quotes from QUT providers)

14. Quote for Accommodation

15. Currency conversion for registration fees and costs *(if applicable)*
    http://www.xe.com/ucc/

16. DFAT Travel Advisory for the country travelling to
    http://www.smartraveller.gov.au/zw-cgi/view/Advice/Index

17. Application for Leave – Overseas Fieldwork *(for international students only)*
    http://www.rsc.qut.edu.au/pdfs/Candidature/application_for_leave.doc

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International students: You should only submit an online leave request form via QUT Virtual after your travel application has been approved by the Faculty. If you submit your leave request form before your application is approved, it may be rejected. Please note that all international students are required to obtain University approval before taking leave (including overseas travel). It is your responsibility to ensure that you have obtained the necessary approvals before you leave Australia. Failure to do so may result in you being denied re-entry into Australia.

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