



## Graduate Research Candidate Conference Fund Scheme

Conference/workshop attendance is recognised as an important research activity that contributes to the research abilities and profile of a graduate research degree candidate. Significant skills can be gained and networking opportunities can arise that lead to future research collaborations and employment opportunities.

The Graduate Research Candidate Conference Fund Scheme has been established to provide assistance to candidates to participate in this important activity.

To be eligible for funding under this Scheme, applicants must be presenting a paper, defending a poster, or actively participating in a discipline specific context at the conference/workshop.

The Scheme will provide up to 50% or a maximum of \$3,500 of the funding required, with the remainder to be provided from the candidate's School/Institute or other source. The funding should contribute to the cost of the most economical return airfare or travel cost, accommodation and meals, and registration fees.

Conferences/workshops must be international in scope or otherwise highly significant in the field and of direct relevance to the candidate's research.

It is normally expected that candidates who receive support from the Scheme will provide a seminar/report back to the appropriate area within the School/Institute.

There are three opportunities to apply for funding throughout the year. Applications will only be considered if lodged by the closing dates below.

For further information please contact:

Graduate Research Office

Telephone: +61 3 6226 8559

Email: [Graduate.Research@utas.edu.au](mailto:Graduate.Research@utas.edu.au)

### 2009 APPLICATION ROUNDS

**Round 1** - Closing date for applications: 30 March 2009

**Round 2** – Closing date for application: 11 August 2009

**Round 3** - Closing date for applications: 15 October 2009

### IMPORTANT INFORMATION

- Late, incomplete or retrospective applications will not be considered.
- Applications will be accepted without confirmation of conference involvement; however, funds will only be issued once the candidate has supplied written confirmation.
- Funds will be transferred to a School account and candidates will be required to liaise with the appropriate school representative for access to the funds.
- A candidate may submit a maximum of 2 applications in any one round. If two applications are submitted they must relate to 2 separate conferences and must be tailored to the application at hand. Unnecessary duplications, for instance in candidate or supervisor statements, could lead to the disqualification of both applications.

# GRADUATE RESEARCH CANDIDATE CONFERENCE FUND SCHEME

## GUIDELINES

### *Process*

1. Candidates must be the presenting author of either an oral presentation or poster defence, or panel member of a workshop. A poster defence under this scheme is defined as a rigorous coverage of poster content, preferably within a programmed time. The work presented/discussed must have been undertaken during candidature.
2. Applications will be accepted without confirmation of conference involvement however funds will only be issued once the candidate has supplied confirmation of the acceptance of the paper, poster or panel membership.
3. There will be three rounds of funding available annually, notified by email and via the Graduate Research Office website.
4. Late, incomplete or retrospective applications will not be considered.
5. Applications will be considered by a committee of the Board of Graduate Research, chaired by the Dean of Graduate Research.
6. Funds will be made available annually for candidate conference support, split between the three rounds. In the event that the dollar value of successful applications exceeds the available funding, the Dean of Graduate Research will have the option of reducing the per candidate allocation, and/or giving preference to:
  - i. candidates in their final year of candidature and who are within 4 years equivalent full time for doctoral study, or 2 years equivalent full time for masters study,
  - ii. applications that provide strong justifications of the benefits to the candidate of attending the conference,
  - iii. candidates who are invited speakers in symposia at international conferences,
7. The Scheme will provide 50% or a maximum of \$3,500 of the required funds. The remainder is to be provided by the School/Institute or other source (e.g. funding agency, personal funds).
8. The Scheme will be administered by the Dean of Graduate Research, who will approve transfer of funds to individual Schools/Institutes. Candidates will be required to liaise with the appropriate School/Institute representative for access to the funds.
9. Part time candidates should note that there may be tax implications associated with receipt of funds under this Scheme.
10. All travel is to be undertaken in accordance with the [University Travel Policy](#). Note that only the Deputy Vice-Chancellor (Academic) & Provost has authority to approve international travel.
11. Funds awarded must be fully acquitted upon return in line with the [University Travel Policy](#).
12. Candidates may apply for funding on more than one occasion within the period of candidature (subject to Item 18 of these Guidelines).
13. Candidates may only submit one application for funding per conference. Multiple applications in different rounds, for the same conference, will not be accepted (refer item 27).
14. Candidates may expend the funds whilst the thesis is under examination, provided the application has been made *prior* to submission (refer item 21).
15. Candidates who are also members of UTAS staff may apply under this Scheme.

## GRADUATE RESEARCH CANDIDATE CONFERENCE FUND SCHEME

### GUIDELINES

#### ***Eligibility Criteria***

#### **To be eligible for conference funding the candidate must -**

16. Complete all sections of the Candidate Conference Fund Application form and attach all required documentation.
17. Be enrolled in a research higher degree at UTAS on a part time or full time basis.
18. Be within the maximum period of their candidature (4 years equivalent full time for doctoral study, or 2 years equivalent full time for masters study) at the time of the conference.
19. Have submitted all required reports to date (eg preliminary plan, annual review)
20. Have attended the generic 'Communications' module, once available, as part of the mandatory Graduate Certificate, Research Management.

#### **Not eligible to apply are -**

21. Candidates who have submitted their thesis at the time of application (refer item 13).
22. Candidates who have exceeded the maximum period of candidature (4 years full time equivalent for doctoral study and 2 year full time equivalent for masters study) at the time of the application.
23. Candidates on a Candidature Management Plan at the time of application.
24. Candidates on suspension from candidature during the time of the application or the conference.
25. Candidates who are not actively presenting/participating at the conference/workshop (attendance-only conferences/workshops are not funded).
26. Candidates who have already received funding under the Scheme in the same calendar year.
27. Candidates who have previously applied for funding (under this scheme) to attend the same conference.