



SCHOOL OF PHYSICAL SCIENCES RESEARCH STUDENT CONFERENCE FUNDING

Completed application forms and any enquiries should be directed to the Student Administration Office (e-mail: student@sps.uq.edu.au) in the Steele Building (3).

AWARD

- A total award of \$2,000 will be granted for conferences within Australia and/or overseas per student per candidature.

ELIGIBILITY

- Students must be **enrolled** in either **MPhil or PhD** in the **School of Physical Sciences or one of the School's Centres**.
- Students who are jointly funded with another School/Centre outside SPS will have the grant funded on a **pro-rata** basis (ie if you are funded jointly by SPS 50% and ITEE 50%, the maximum funding allowable will \$1,000)
- Only students who have had their candidature **confirmed** are eligible.
- Assistance will **NOT** be granted to students who are on extended status ie overtime
- Preference will be given to students who are **making a presentation** at a conference or to those presenting a paper).

CONDITIONS

- Preference will be given to students who have presented a poster at the School's annual Poster Day.
- Preference will be given to full-time students. Part-time students can make a case for assistance and may be funded on a pro-rata basis;
- Assistance will not be granted to students who are in full-time employment;
- The application for assistance must be supported by the supervisor - see application form;
- Applications are accepted during the course of the year on an ad-hoc basis.
- Funding for airfares – bookings must be made through Campus Travel and an official UQ purchase order must be raised through the School finance office.
- Reimbursement for expenses incurred in attending the conference will only be made on presentation of original receipts and tax invoices.
- A total contribution of \$2,000 is the maximum funding awarded. Amounts exceeding this limit will need to be provided by supervisors grant or by the student.
- Risk assessment form **must** be completed and submitted with this application.

APPLICATION DETAILS

PART 1 – STUDENT TO COMPLETE

Name: Student Number:

Discipline: Program: PhD or MPhil (please circle)

Conference:.....

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Invited Speaker Oral Presentation Poster Attendance Only

Conference Dates & Location:.....

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Details of Paper(s) being delivered/poster presentation:

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Conference attendance budget with support requested:

Conference Registration: \$ Travel: \$

Living Expenses: \$ Budget Total: \$

Requested Support: \$

Where full support is not requested, indicate the source of the additional funds required (e.g. self, project funds, other supervisor funds, etc.)

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PART 2 - SUPERVISOR TO COMPLETE

Does the Supervisor have a grant from which it is appropriate to fund the student?
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Assess the importance of this conference to the student's development, to his project, and to the School's reputation:
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Justify the level of School funding support requested in terms of the total funding available to the supervisor for this, or related projects.
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Signature: Date:

Office Use Only:

1. Poster presented at School's Poster Day? Yes/No
2. Is candidate confirmed? Yes/No
3. Is candidate overtime? Yes/No
4. Is Risk Assessment Form attached? Yes/No
5. Has candidate previously been awarded SPS Conference Funding
Yes/No
amount \$.....

Approved: Yes/No Amount Funded: \$.....

School PG Coordinator comments/signature

Head of School Signature