

Macquarie University Postgraduate Research Fund (PGRF) Conference Paper/Poster & Travel Application

APPLICATION FORM

Before completing this form applicants must read the Macquarie University PGRF Funding Rules and note that non-compliance with the Funding Rules may lead to the application being deemed ineligible.

In particular, applicants should note the following:

- ▶ The PGRF is intended to enhance the postgraduate research experience and add value to the thesis – it is not to be used to meet basic research and infrastructure costs associated with the applicant's candidature.
- ▶ One of the main aims of the PGRF is to give applicants firsthand experience of the grant writing process. Applications will be assessed on the written application alone.
- ▶ The maximum value of the grant is \$5,000. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g. Departmental/Faculty funds.
- ▶ Applications must not be handwritten, must be submitted in not less than 12-point font type, and must not be double sided or stapled.
- ▶ A "Supervisor's Report Form" must be submitted independently of the application **by the closing date**. Applications for which no Supervisor's Report Form is received by the closing date will be ruled ineligible.
- ▶ Conference travel costs will be considered only where the applicant has had a paper accepted or is making a poster presentation. Where such evidence is not available at the time of application, it must be submitted to the Faculty HDR Manager prior to the release of funds.
- ▶ Advice regarding account details and administration of the funds including reimbursements, payment of airfares, etc, is handled via the Departmental/Faculty Finance Offices.

Macquarie University Postgraduate Research Fund (PGRF) Conference paper/poster travel application

DVC-R commendation	(If Yes)
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1. Applicant

Family name		Given name	
Student number		Email	
Home phone #		University phone #	
*Department			
*Faculty			
Research degree		Enrolment date	
		Load	F/T P/T
* This address will be used for all official correspondence.			

2. Amount requested \$

3. Thesis title

4. Thesis project summary

Provide an informative plain language summary of your research (100 words maximum). Identify the thesis project's main aims, its significance within the field, and the expected research outcomes.

5. Supervisors

Principal Supervisor			
Family name		Given name	Title
Staff number		Email	
Department			
Faculty			
Supervisor 2			
Family name		Given name	Title
Staff number		Email	
Department			
Faculty			

6. Stipend

Stipend source			
Amount	\$ <input style="width: 150px;" type="text"/>	Duration (mm/yy – mm/yy)	<input style="width: 100px;" type="text"/>

7. Thesis progress - In no more than half of one A4 page, provide a **brief summary** of the progress of your thesis research to date, including what has been accomplished and what remains to be done to complete your thesis. Please attach Annual Reports.

8. Conference details

Conference name (include name of sponsoring organisation and conference theme, if relevant)		
Conference dates and location		
Paper/poster title		
Has your paper/poster been accepted for presentation?	Yes No	
Is proof of acceptance attached?	Yes No	

*Awarded funds **will not be released** until such proof has been submitted to the Faculty HDR Manager*

9. Conference attendance - Explain how attendance at the proposed conference is important and relevant, and will enhance your thesis

10. Value added to travel described in item 9

You are encouraged to seek extra opportunities to develop your research and add value to your project while you are overseas. Please provide details of other activities that will add value to your travel through visits to laboratories or research facilities etc.

14. Justification of the budget - Justify each budget item by clearly indicating why the amount requested is appropriate. Attach copies of quotes to the end of application form.
Confine your answer to half of one A4 page

15. Additional costs - If conference attendance costs exceed \$5,000, provide details of how you intend to meet the excess costs.

16. Ethics

Does your postgraduate research require human or animal ethical or biosafety approval?			Yes	No
If yes, indicate the type/s of approval required	Human	Animal	Biosafety	
If approval has been obtained, provide the reference number				

Should you have any questions relating to ethical issues, please contact:

Ethics Secretariat

Email: ethics.secretariat@mq.edu.au

Telephone: 9850 6848

Funds will not be released until the appropriate approval/s have been received and until evidence of such approval/s has been provided to the Faculty HDR Manager.

17. Applicant certification

'I certify that the information I have provided in this application form is true and correct.'

Name		Signature
Date		

18. Principal/other Supervisor's certification

I certify that the applicant's attendance at the cited conference is important and relevant to their thesis research, and the conference is a leading international level conference in this field. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department.

Name		Signature
Date		
Name		Signature
Date		

19. Head of Department

I certify that this application is in accordance with the PGRF Funding Rules, and that any additional costs (above the Scheme maximum and defined as essential for the conference) cited in the application, will /will not be funded by the Department/Faculty. I also certify that where a student fails to provide a final report, should they be successful, that the Department will refund the value of the award.

Name		Signature
Date		

20. Associate Dean HDR

I certify that this application is in accordance with the PGRF Funding Rules, and that any additional costs (above the PGRF maximum and defined as essential for the conference) cited in the application, will / will not be funded by the Department/Faculty.

Name		Signature
Date		

Attachments - attach the following documents as relevant:

- *Day-to-day itinerary*
- *Annual Report(s) (required for all applications)*
- *STA / Campus Travel quote*
- *Accommodation quote*
- *Evidence of conference registration fee*
- *Evidence of abstract acceptance (for example, email from conference organisers)*
- *Copies of invitations or correspondence confirming invitation to visit research facilities, laboratories, research groups etc*