



SMAH HDR Student Travel Grant Scheme

Guidelines for Applicants

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Definitions

Word/Term	Definition (with examples if required)
SMAH	Faculty of Science, Medicine and Health, UOW
HDR student	Higher Degree by Research Student (including PhD and MPhil candidates, but not including Honours candidates)
ADR	Associate Dean (Research)

Aim of the HDR Student Travel Grant Scheme

The broad aim of the SMAH HDR Student Travel Grant scheme is to enrich research training by:

- exposing HDR students to high quality research outside of UOW, and
- enhancing students' national/international profile.

Specifically, the scheme provides supplementary funding for HDR students to:

- give presentations (oral or poster) at high profile Australian and international conferences, and/or
- conduct research with a strong international researcher or research group (or an Australian researcher or research group performing at the highest international standard).

Student Eligibility

To be eligible to apply for funding, students must:

1. be enrolled in either a PhD, MPhil or year 2 of an MRes degree at UOW (note: Honours candidates and other undergraduate students are not eligible for support under this scheme); and
2. not be on Leave of Absence or Overtime; and
3. be making satisfactory progress (as shown in their most recent Annual Progress Report).

Note: requests for eligibility exemptions will be considered by the ADR on a case-by-case basis.



Funding Limits

There is no limit on the number of applications which can be submitted by an individual student during their candidature, however the total cumulative funding awarded under this scheme **will not exceed \$3,000**.

The maximum amount of funding which can be awarded **per application** will be determined by the Associate Dean Research based on factors including the travel location, type of presentation, availability of funding from other sources, and total funding previously awarded under this scheme.

1. CONFERENCE PRESENTATION

An application to support an oral or poster presentation at a domestic or international conference may attract a maximum award of \$3,000. NOTE: conferences within Australia are likely to attract a maximum of \$1,000. Oral presentations are likely to attract more funding than posters.

2. RESEARCH VISIT

An application to support a research visit to an overseas or Australian institution may attract up to a maximum award of \$3,000. NOTE: research visits within Australia are likely to attract a maximum of \$1,000.

Items Eligible to be Funded

Applicants may request funding for the items below:

- Airfares and other transport to and from the conference or host institution.
- Accommodation.
- Conference registration.

Note: food and beverage costs will not be funded.

How to Apply

STEP 1	<p>Apply in advance! Applications are open all year round.</p> <p>No retrospective applications will be accepted (i.e. you cannot attend the conference or research visit and apply for support after the event).</p>
STEP 2	<p>Make all arrangements to present at the conference (or undertake the research visit) and obtain prices for travel, registration and accommodation costs.</p>
STEP 3	<p>Using the HDR Student Travel Grant Form, submit your application by email to the Associate Dean Research, Faculty of Science, Medicine and Health at smah-research@uow.edu.au.</p> <p>You must attach supporting documents to your application, i.e. copies of correspondence from the conference organiser confirming the nature of your presentation (poster or oral presentation), or a letter of confirmation from the host research group, plus quotes for travel expenses.</p> <p>Please Note: all UOW funded travel must be booked through UOW Travel Management Company – Campus Travel. Email: uow@campustravel.com.au Phone: 1300 555 062</p>
STEP 4	<p>You will be advised by email of the outcome of your application. Successful applicants will be sent a letter of offer stating the amount awarded and the conditions of the award.</p>
STEP 5	<p>If your application is successful you will need to pay for all expenses either personally or through your supervisor’s cost centre and retain receipts.</p>



STEP 6	<p>To receive your reimbursement you must email your receipts to smah-research@uow.edu.au. Tax invoices are not sufficient; you must provide receipts that explicitly acknowledge payment. There are two payment methods:</p> <ul style="list-style-type: none">○ INTO YOUR BANK ACCOUNT – if you have incurred the costs yourself you will need to provide your bank account details with your receipts.○ INTO YOUR SUPERVISOR’S COST CENTRE – if your supervisor has incurred expenses on your behalf you will need to nominate the cost centre to be reimbursed, along with your receipts. <ul style="list-style-type: none">• All receipts must be submitted at one time as payment will only be processed once. Provide scanned copies of all receipts to smah-research@uow.edu.au.• Payment will be made no more than one month prior to travel and no more than six months after travel has taken place.
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