**DEAKIN UNIVERSITY**

**FACULTY OF HEALTH**

**HDR APPLICATION FOR FINANCIAL ASSISTANCE FOR**

**CONFERENCE ATTENDANCE IN 2018**

NOTE:

(A) This application form is for use by eligible HDR Candidates in the Faculty of Health for conference support

(B) This application form is to be used to request both overseas **and** domestic conference support.

**Faculty of Health - HDR Conference Rules for 2018**

HDR Conference Support

The Schools will provide funding support (from the Faculty HDR conference allocation) to present research at conference(s) during your HDR candidature.

**Guidelines are as follows:**

* HDR conference support is administered by the Schools.
* A maximum of AU$3,000 will be provided to HDR candidates during their candidature, from the Faculty of Health Conference Funding Scheme.
* The $3,000 may be used to support attendance at one or more conferences.
* HDR candidates must have successfully completed Confirmation of Candidature to be eligible for funding assistance.
* The funding will normally be available to Doctoral candidates who have completed 12 months or more of full-time equivalent study and are currently enrolled and to Masters by Research candidates who have completed 6 months or more of full-time equivalent study and are currently enrolled.
* Applicants must be presenting at the conference (an oral or poster presentation).
* Abstract and/or paper to be provided to the School prior to conference attendance, with notification of abstract acceptance to be forwarded when provided.
* Travel, accommodation, registration, conference package and transfers are the only costs that will be reimbursed. Travel must be booked through the School.
* Original receipts must be provided to the School.
* Approved applications will be monitored by the School and reported to the Faculty.
* A Conference Leave Report must be submitted within 14 days of returning to the School after the conference.

**Note: Retrospective applications will not be considered**.

**FACULTY OF HEALTH - HDR APPLICATION FOR**

**CONFERENCE ATTENDANCE IN 2018**

**HDR Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** |  | | **First Name** |  |
| **Email** |  | | **Student ID** |  |
| **Mobile** |  | | | |
| **Year of commencement of your HDR program** |  | | **Expected completion date** |  |
| **Enrolment status** | ☐ full-time ☐ part-time | | PhD ☐ DPSYCH ☐ MASTERS BY RESEARCH ☐ | |
| **Funding sought AU$** |  | | **Date required by** |  |
| **Have you been confirmed** | ☐ Yes ☐ No | | **Previous Faculty conference funding received (Yr & $)** |  |
| **Principal supervisor** |  | | | |
| **Thesis title.** | | | | |
| **Please provide a brief justification – describe how the funding will be used to further your HDR training and/or research.** | | | | |
| **Principal supervisor remarks (Indicate whether you support this request and how important you see this activity in relation to your students HRD training/research)** | | | | |
| **DETAILS OF CONFERENCE**  **Name of organising body:**  **Name of conference:**  **Venue:**  **Dates of conference:**  **Type of involvement in conference:**  **Nature of presentation (paper/poster/etc.):**  **Title of presentation:**  **Is your paper an invited keynote address?** ☐Yes ☐ No  **Was your paper/poster/etc. subject to peer review before acceptance?** ☐Yes ☐ No  **Have your conference registration fees been waived for participation in this conference?** ☐Yes ☐ No | | | | |
| **DOCUMENTATION**  Abstract and/or paper to be provided to the School prior to conference attendance, with notification of abstract acceptance to be forwarded when provided.  **All applications should be submitted to the Finance and Administration Officer (Research) in your School who will obtain the approval of the School HDR coordinator to award the funds.** | | | | |
| **PLANNED ITINERARY**  **Date, place of departure on conference leave:**  **Date, place of return from conference leave:**  **Duration of conference leave applied for (in days):**  **Do you propose to engage in research-related activities in addition to attending the conference, (eg. visiting research colleagues, etc.)?** ☐Yes ☐ No  **If yes, please provide brief details of these proposed research-related activities.** | | | | |
| **ESTIMATED EXPENDITURE Note:** Only expenses for which original receipts are held can be reimbursed by your Finance and Administration Officer (Research). | | | | |
| **Economy airfare / travel** | | A$ | | |
| **Expenses incurred by conference attendance (eg. registration fees)** | | A$ | | |
| **Accommodation** | | A$ | | |
| **Transfers** | | A$ | | |
| **Total** | | A$ | | |
| **Have you applied for any financial assistance for attendance at the conference from any other source?**  ☐Yes ☐ No  **If yes, please provide the following information:** | | | | |
| **Source of financial support** | | A$ | | |
| **Amount requested** | | A$ | | |
| **Date by which the result of your application will be known** | |  | | |

**APPLICANT’S DECLARATION**

I undertake to complete a Conference Leave Report within 14 days of returning to the University after the Conference. Please forward your completed Conference Leave Report to the Finance and Administration Officer (Research) in your School.

**Note:** Receipts must be supplied to your Finance and Administration Officer (Research) within one month of return and that travel must be booked through the Administration Officer, Finance.

I also confirm that all information contained in this application is true and correct and that I will inform the School Executive Officer of any changes that may affect the proposed application for conference support.

Date:

Applicant's signature:

**Please forward the completed application to Beatrice Haselroither – School of Psychology** [**beat@deakin.edu.au**](mailto:beat@deakin.edu.au) **or call 9244 3057 for queries.**

**School use only**

Level of financial assistance $

I approve this application for conference support.

|  |  |
| --- | --- |
| **Signed (HDR Coordinator)** |  |
| **Date** |  |
| **Date conference report received** |  |
| **Student notified of outcome** |  |