



HDR APPLICATION FOR FINANCIAL ASSISTANCE FOR CONFERENCE ATTENDANCE

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

The Faculty will provide funding support, from the Deakin Research/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 Faculty of Health HDR Support Team.
- A total maximum of **AUD5,000** will be provided to HDR candidates during their candidature, from the Deakin Research/Faculty of Health Conference Funding Scheme.
- The \$5,000 may be used to support attendance at one conference during candidature.
- 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.
- HDR conference applications will only be accepted from students whose enrolment status is current. Applications from student whose thesis is under examination or with intermitted enrollment status will not be considered.
- To comply with legal requirements, student enrollment status must be current or under examination when traveling or attending a conference.
- Student with intermitted enrollment status can not claim expense reimbursements unless they have prior approval.
- Applicants must be presenting at the conference (an oral or poster presentation is acceptable).
- Abstract and/or paper to be provided to the Faculty HDR Team 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.
- For funding support to be provided the conference dates must occur within 4 months from the date the thesis is first submitted for examination.
- Original receipts must be provided to the Faculty.
- Approved applications will be monitored by and reported to the Faculty.
- A Conference Leave Report must be submitted to the Faculty HDR Support Team (health-hdr@deakin.edu.au) within 14 days of returning from the conference.

Note: Retrospective applications will not be considered.

HDR STUDENT DETAILS

Name	
School	
Student ID number	
Email	
Year of commencement of your HDR program	
Expected completion date	
Enrolment status	Full-time Part-time
Principal supervisor	
Confirmation of Candidature Completed	Yes No

THESIS TITLE

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Please provide a brief justification – describe how the funding will be used to further your HDR training and/or research.

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DETAILS OF CONFERENCE

Name of Organising Body		
Name of Conference		
Venue (List City & Country)		
Conference Start Date		
Conference End Date		
Type of Involvement in Conference		
Nature of presentation	Paper	Poster
Other (please specify)		
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
<u>DOCUMENTATION</u> Abstract and/or paper to be provided to the Faculty prior to conference attendance, with notification of abstract acceptance to be forwarded when provided. Has this been attached to this application?	Yes	No

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

Description	Amount
Economy airfare / travel (CTM)	
Expenses incurred by conference attendance (e.g. registration fees)	
Accommodation	
Travel incidentals (e.g. train, taxis, meals, etc)	
Other	
Total Expenses	

Note: Only expenses for which original receipts are held can be reimbursed by the Faculty.

OTHER FUNDING OPTIONS

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		
Name of the Grant		
Amount requested or received		
Date of Outcome or date when funds were approved		

APPLICANT'S DECLARATION

I undertake to complete a Conference Report within 14 days of returning to the University after the Conference. I also confirm that all information contained in this application is true and correct and that I will inform the School Finance & Research Officer of any changes that may affect the proposed application for conference support.

Applicants Signature		Date	
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Please note the following -

- Please book flights via the Deakin Travel website – [Deakin Travel](#) or the Travel Request link in DeakinSync. All travel must be booked through this system. **Do not book flights on your own as you will not be reimbursed.**

PRINCIPAL SUPERVISOR REMARKS

Indicate whether you support this request and how important you see this activity in relation to your students HRD training/research):

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PRINCIPAL SUPERVISOR'S APPROVAL

I have reviewed my HDR student's application and the conference funding requested directly relates to their Research.

Signature		Date	
Name			

Please send the completed application to health-hdr@deakin.edu.au. Usual turnaround time is five business days, and the outcome of your application will be communicated through your student email.

CONTACT

health-hdr@deakin.edu.au