DEAKIN UNIVERSITY
FACULTY OF HEALTH

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 maximum of AU$3,000** will be provided to HDR candidates during their candidature, from the Deakin Research/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 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.
- 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

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

Faculty HDR Grant (FHG) – Application Form
Updated by KS 07 Mar 2019

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
DOCUMENTATION 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 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	

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):

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.

KEY CONTACTS

Faculty HDR Support Team
Katharine Smith, Rajiv Thapa, Debbie Evans
health-hdr@deakin.edu.au