

## FACULTY OF BUSINESS AND LAW - APPLICATION FOR HDR CONFERENCE GRANT (2022)

One international HDR conference grant per candidature may be awarded by the Faculty (registration, travel, accommodation). Funding will be awarded **only** where a paper is accepted and will be presented by the candidate and is directly related to the candidate's thesis in progress.

Additional conference funding may be available subject to supervisor and HDR Director approval to present at high quality national or international virtual conferences\*. Likewise, subject to supervisor and HDR Director approval, funding may be available to attend virtually (without presenting) a recognised high quality national and international conference\*.

\*Conference must be organised by a peak body or society. Predatory and fake conferences are excluded.

<b>Name:</b>	
<b>Student ID:</b>	<b>Date of Application:</b>
<b>Confirmation Date:</b>	<b>Dept/School:</b>
<b>Planned Completion Date:</b>	<b>Ethics Approval No. (if applicable)</b>
<b>Thesis Title:</b>	

<b>CHECKLIST: DOCUMENTATION MUST BE ATTACHED</b>	<b>✓</b>
Details of conference (flyer/invitation/extract from website)	<input type="checkbox"/>
Evidence of conference participation (acceptance email, title of paper, authors, etc.)	<input type="checkbox"/>
Abstract of accepted paper	<input type="checkbox"/>
Evidence of travel and costs (travel quote, conference fees, accommodation)	<input type="checkbox"/>
Research plan to completion showing foreseeable use of remaining funds; this may include \$1,000 (capped) for professional thesis editing	<input type="checkbox"/>

<b>CONFERENCE DETAILS:</b>		
Organising body:		
Conference website:		
Conference title:		
Venue/location:		
Dates of conference:	From:	To:
Dates of travel:	From:	To:

<b>DETAILS OF PARTICIPATION:</b> <i>Include title of paper to be presented and how the paper relates to the thesis:</i>	
Author/s as listed on the paper:	Institutional affiliation of author/s:
<i>Provide a brief outline of the importance of the conference to the participant and anticipated academic outcomes, progress on thesis, etc.:</i>	

Planned publications resulting from participation in the conference, including journal titles and DBS/DLS ranking:

**ACTIVITY PLAN** (for in-person participation)  
**PLANNED RESEARCH RELATED ACTIVITIES ASSOCIATED WITH CONFERENCE** (visits to institutions, research meetings, etc.). Please outline proposed itinerary for each day including travel details. Please attach if insufficient space.

**EXPENDITURE:** List estimated expenditure in Australian Dollars and attach supporting documentation.  
Only registration, travel and accommodation can be funded.

(a) Conference registration (student rate should be paid)	\$
(b) Main travel (attach airfare quote including all fees and taxes)	\$
(c) Local travel (attach details / quote, i.e., airport shuttle / public transport)	\$
(d) Accommodation (attach details, e.g., rate and dates)	\$
<b>TOTAL (AUD)</b>	<b>\$</b>
<b>Anticipated financial assistance available:</b> List any other financial support you will receive for this activity from within the University or Department/School, or from outside sources.	
Source:	\$

**ACKNOWLEDGMENT BY APPLICANT:**

I undertake to provide a copy of the presented paper and/or evidence of participation and HDR Conference Report within 14 days of returning to the University after the conference. If for any reason I do not attend the conference, or do not provide a copy of the presented paper and/or evidence of participation and Conference Report within 14 days, I will return all allocated monies. I also undertake to report resulting publications via Elements.

I acknowledge that I have read the travel guidelines.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**SUPERVISOR SUPPORTING ENDORSEMENT:** Provide comments on the standing of the conference, its relevance to the applicant's HDR candidature, and the strength of your support.

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPT/DLS HDR DIRECTOR APPROVAL:**

Dept/DLS HDR Director Name: \_\_\_\_\_

Dept/DLS HDR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## International Conference Guidelines –

1. Applications can be made post-confirmation of candidature, and up to submission of thesis. Students who have been appointed a progress support panel (PSP) are ineligible during this time.
2. One international conference application per candidature.
3. Financial support will only be awarded where the paper is directly related to the thesis in progress and is accepted and will be presented by the candidate.
4. Acceptance email from Conference organiser indicating title of presentation, author/s' name(s) and dates of conference must be provided with the application.
5. Completed applications with supervisor and Dept/School HDR Director full written endorsements must be submitted and approved by the Faculty prior to committing.
6. **All flight bookings must be through the University Travel Provider – CTM**
7. For conference travel, a return flight to and from the conference location will only be booked. This will be from the enrolled campus location, i.e., Melbourne/Geelong.
8. The Faculty covers accommodation for up to two nights prior to the commencement of the conference and the night of conclusion of the conference. Please note that the Faculty does not permit Airbnb as a provider of accommodation.
9. Any changes once flights have been booked are at the candidate's own expense.
10. Funding may be available to attend seminars or short courses and will be considered on a case-by-case basis.
11. No personal travel or accommodation will be booked by the University Travel Provider.
12. Seat requests cannot be made via the Travel Request process. Any seat changes will need to be arranged with the airline and at the candidate's own expense.
13. Where a candidate is applying for funds to attend an international conference, the student must present their research paper at an internal seminar prior to the conference.
14. Where a candidate is applying for funds to attend a conference or an external workshop, the activity must be recorded in the student's Individual Learning Plan  
<https://deakinresearch.cls.janison.com/pages/home?menu=Home>

### Note:

- Accommodation: conference information will include recommended accommodation options, including at the conference venue (or host university), which will sometimes include breakfast.
- Meals: airlines and conferences provide meals on the days of travel/conference. Other meals are at the candidate's expense.
- Travel insurance will be arranged when booking travel.

## Domestic Conference Guidelines –

1. Applications can be made post-confirmation of candidature, and up to submission of thesis. Students who have been appointed a progress support panel (PSP) are ineligible during this time.
2. One domestic conference application per candidature.
3. Financial support will only be awarded where the paper is directly related to the thesis in progress and is accepted and will be presented by the candidate.
4. Acceptance email from conference organiser indicating title of presentation, author/s' name(s) and dates of conference must be provided with the application.
5. Completed applications with supervisor's and Dept/School HDR Director full written endorsements must be submitted and approved by the Faculty prior to committing.
6. **All flight bookings must be through the University Travel Provider – CTM**
7. For conference travel, a return flight to and from the conference location will only be booked. This will be from the enrolled campus location, i.e., Melbourne/Geelong.
8. The Faculty covers accommodation for the night prior to the commencement and the night of conclusion of the conference. Please note that the Faculty does not permit Airbnb as a provider of accommodation.
9. Any changes once flights have been booked are at the candidate's own expense.
10. Funding may be available to attend seminars or short courses and will be considered on a case-by-case basis.
11. No personal travel or accommodation will be booked by the University Travel Provider.
12. Seat requests cannot be made via the Travel Request process. Any seat changes will need to be arranged with the airline and at the candidate's own expense.

### Note:

- Accommodation: conference information will include recommended accommodation options, including at the conference venue (or host university), which will sometimes include breakfast.
- Meals: airlines and conferences provide meals on the days of travel/conference. Other meals are at candidate's expense.
- Travel insurance will be arranged when booking travel.