Guidelines

Background
The Faculty regularly receives requests to fund students to attend conferences, workshops and courses relevant to their field of study. In response to these requests the Faculty has initiated a new grant scheme.

The intention of this scheme is to reward only high quality applications that demonstrate clearly to the panel the way in which attending the event for which funding is being sought will assist in the timely completion of a high-quality thesis and assist the candidate in developing a publication record.

Process
A competitive process has been developed with two rounds annually. The first round concludes on the last Friday in March and the second annual round concludes on the last Friday in August. Applications will be assessed by the Faculty Research Higher Degrees Committee. Allocations will be made in accordance with their advice. The maximum allocation that may be granted is $1,000. Please be aware that allocations to Postgraduate Coursework (PGCW) students will not normally exceed $500.

Eligibility
Full and part time Research Higher Degree (RHD) candidates are eligible to apply for funding and full-time Postgraduate Coursework (PGCW) students with a thesis component of 18 units or more in the year of application. Flinders staff enrolled in a research higher degree are not eligible for funding under this scheme.

Applications for funding will normally be made prior to the conference or workshop and there is no limit to the number of times an applicant may apply to the scheme. Successful applicants will, however, only be funded once during their candidature. RHD applicants must have successfully completed their thesis proposals prior to application. Applicants must provide evidence that they have been accepted at the conference they are proposing to attend or have enrolled successfully in the course or workshop for which they are applying for funding to attend. Retrospective applications will be considered but only where the conference or workshop has taken place since the previous closing date for applications and accepted only to the last round of funding held.

Please note:
- The accepted abstract of the paper/poster to be presented is to be included with your application;
- It is important that you communicate to the committee the significance of attendance at the workshop/conference in enabling the timely and successful completion of your thesis;
- If an application is submitted in retrospect, copies of receipts for costs incurred are required as part of the application;
• Normally, acceptance of a poster/paper/contribution at a conference/workshop is a condition of funding;
• It is advisable that your supervisor reads and not simply signs your application. Should the committee have any questions regarding the relationship between your proposed conference/workshop attendance and your thesis progress your supervisor is the person they will ask.

What is covered by the scheme?
Students may apply for funding for the following:
• Conference attendance within Australia* (registration, travel, accommodation); and/or
• Workshops or intensive courses integral to research (fees, travel, accommodation).
* Applications for conferences overseas are admissible with strong supervisor support.

What is not covered by the scheme?
The scheme does not cover:
• Equipment;
• Travel for reasons other than conference, course or workshop attendance;
• Stationery; and/or
• Miscellaneous costs incurred throughout a research project.

What am I expected to produce as a result of my funding?
Funding will be granted on the expectation that a publication will be forthcoming. Applicants will be required to complete an outcomes template, detailing the place in which they will seek to have their work published and the date by which it will be submitted to that outlet for review.

How will my application be assessed?
This is a competitive application process. Applicants are encouraged to work closely with their supervisors to produce a high quality application that addresses the questions in the Project/Conference details sheet. Of particular interest to the assessment panel is the way in which your proposed conference/course/workshop attendance relates to your research project.

How do I apply?
Applicants should complete the following forms (available from http://www.flinders.edu.au/ehl/rhd/downloadable-forms.cfm
• Applicant Details sheet;
• Outcomes sheet;
• Budget sheet; and
• Project/Conference details sheet.

Applicants must provide evidence of acceptance
Completed applications signed by the applicant and Principal or Co-supervisor should reach the Faculty Office by 5pm Friday 30th March 2012 (semester 1) and 5pm Friday 31st August 2012 (semester 2). As this is a competitive scheme please be aware that late applications will not be accepted.

Please ensure that your supervisor reads the application and ask them to comment on the significance of the conference to your candidature.

**Who should I contact with my questions?**
At the Faculty level this scheme is administered by Ms Karen Jacobs, to whom questions of process or about requirements, rules, dates and outcomes should be addressed. Karen can be contacted by phone 8201 3590 (Mondays and Tuesdays) or email karen.jacobs@flinders.edu.au anytime.

Questions concerning the development of your application, its content and style should be raised with your supervisor or the postgraduate coordinator in your school.