



Postgraduate Research Fund (PGRF) Travel Application (Conference)

NB!! This is **not** the PGRF Application Form. The PGRF application form is now an eform: <https://forms.office.com/r/03PUZx1LeR>

Before completing [the PGRF eform](#), applicants must read the [Macquarie University PGRF Funding Guidelines](#) and note that non-compliance with the Funding Guidelines may lead to the application being deemed ineligible.

Applicants should note the following:

- The PGRF is intended to enhance the postgraduate research experience and add value to the thesis – it is not to be used to meet basic research and infrastructure costs associated with the applicant's candidature.
- One of the main aims of the PGRF is to give applicants first-hand experience of the grant writing process. Applications will be assessed on the written application alone.
- The maximum value of the grant is \$6,000 AUD. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g., Departmental/School/Faculty funds.
- A [Supervisor's Report Form](#) must be completed before the application deadline. This report is confidential and should be emailed by your supervisor directly to the Graduate Research Academy at gr.pgrf@mq.edu.au. If a Supervisor Report is **not** received by the closing date your application will be deemed ineligible.
- Applicants can apply for domestic or international travel; however, they must adhere to [Macquarie University Travel Policy](#) at the time of travel.
- Conference travel funds will be disbursed only where the applicant has had an abstract accepted and is giving a poster or oral presentation. Where such evidence is not available at the time of application, it must be submitted to the Graduate Research Academy at gr.pgrf@mq.edu.au prior to the release of funds.
- Administration of the funds including reimbursements, payment of airfares, etc., is handled via the Departmental/School/Faculty Finance Offices.
- If your application is successful, you must follow the relevant pre-travel approvals as outlined by your Faculty.
- **REQUIRED SUPPORTING DOCUMENTATION**
You must upload the following documents in one consolidated file at the end of your application.
 - [Itemised Budget](#) and supporting documentation, eg:
 - Evidence of Travel Quote
 - Evidence of Accommodation Quote
 - Estimated travel bursary
 - Evidence of Registration Fees (If applicable)
 - Any other costs associated with your travel (including evidence of if applicable)
 - [Day-to-day itinerary](#) (Please make sure to clearly identify University Activity Days vs Personal Days)
 - Evidence of conference registration fee
 - Evidence of abstract acceptance (for example, email from conference organisers)
 - Copies of invitations or correspondence confirming invitation to visit research facilities, laboratories, research groups etc
 - 2025 Annual Progress Report
 - Ethics approval for your project (if applicable)

You will be asked to confirm that you have read and acknowledged the PGRF Funding Guidelines.



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APPLICANT DETAILS

Given Name:

Family Name:

Student Number:

Email:

Department/School:

Faculty:

Research Degree:

Enrolment Date:

Study Load:

Have you previously received support from the PGRF?

If **Yes**, have you received approval to re-apply?

SUPERVISOR DETAILS

Field

Principal Supervisor (full name with title):

Principal Supervisor Email:

Principal Supervisor's Department/School:

Associate Supervisor (full name with title):

Associate Supervisor Email:

Associate Supervisor's School/Department:

PROJECT DETAILS

Thesis Title:

Thesis Project Summary (100 words maximum - main aims, significance within the field, expected research outcomes):

Thesis Progress (approximately 300 words - what has been accomplished, what remains to complete the thesis):

TRIP DETAILS

Conference Name (incl. sponsoring organisation and theme, if relevant):

Conference Dates and Location:

Paper/Poster Title:

Has your paper/poster been accepted for presentation?

Benefits of Conference Attendance (how attending aligns with your research project and the specific benefits to your research outcomes and development as a graduate researcher):

Value Add (additional opportunities beyond the conference — visits to laboratories, research facilities, museums, etc.):

Alignment with Strategic Research Framework (how your application aligns with the strategic objectives and/or research priorities of the Macquarie University Strategic Research



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Framework 2025–2035):

BUDGET

Amount Requested (maximum \$6,000):

Full budget attached as part of supporting documentation: Yes/No

Additional Costs (if conference attendance costs exceed \$6,000, how you intend to meet the excess costs):

ETHICS

Does your postgraduate research require human or animal ethical or biosafety approval?

If yes, type(s) of approval required:

Ethics approval reference number:

CERTIFICATION / APPROVALS

Applicant Declaration:

Principal Supervisor's Approval:

I can confirm that the applicant's attendance at the cited conference is important and relevant to their thesis research, and the conference is a leading conference in this field. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department/School. (E-sign or wet signature accepted.)

Head of Department/School Approval:

I can confirm that the applicant's attendance at the cited conference is important and relevant to their thesis research, and the conference is a leading conference in this field. I understand that should this application be supported, failure of the applicant to adhere to PGRF reporting requirements will result in the awarded funds being recouped from my Department/School. (E-sign or wet signature accepted.)
