

Macquarie University Postgraduate Research Fund (PGRF)

Conference Paper/Poster & Travel Application



#### APPLICATION FORM

Before completing this form, applicants must read the Macquarie University PGRF Funding Rules and note that non-compliance with the Funding Rules 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 firsthand experience of the grant writing process. Applications will be assessed on the written application alone.
* The maximum value of the grant is $6,000. Applicants submitting budgets in excess of this amount must demonstrate how the extra expense will be met, e.g., Departmental/School/Faculty funds.
* Applications must not be handwritten and entered text must be submitted in not less than 12-point font type. **Your application and supporting documentation must be compiled into one pdf document and submitted to** [**gr.pgrf@mq.edu.au**](mailto:gr.pgrf@mq.edu.au) **before the closing date.**
* A “[Supervisor’s Report Form](https://students.mq.edu.au/study/graduateresearch/managing-candidature/grants-and-funding/_nocache)” must be submitted independently of the application **by the closing date**. Applications for which no Supervisor’s Report Form is received by the closing date will be ruled ineligible.
* Applicants can apply for domestic or international travel; however, they must adhere to University guidelines at the time of travel (e.g., COVID-19 restrictions).
* Conference travel costs will be considered only where the applicant has had a paper accepted or is making a poster presentation. Where such evidence is not available at the time of application, it must be submitted to the GRA ([gr.pgrf@mq.edu.au](mailto:gr.pgrf@mq.edu.au)) prior to the release of funds.
* Advice regarding account details and administration of the funds including reimbursements, payment of airfares, etc., is handled via the Departmental/School/Faculty Finance Offices.
* Approval of short term (less than six (6) months) graduate research related activities away from the Wallumattagal campus must be approved via the relevant Faculty processes prior to travel date.

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Conference paper/poster travel application

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| **1. Applicant** | | | | | |
| Family name |  | Given name |  | | |
| Student number |  | Email |  | | |
| Home phone # |  | University phone # | |  | |
| \*Dept./School |  | | | | |
| \*Faculty |  | | | | |
| Research degree |  | | Enrolment date | |  |
| Load | | F/T  P/T |
| ***\* This information will be used for all official correspondence.*** | | | | | |

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| **2. Amount requested** | | | **$** | | |
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| **3. Thesis title** | | | | | | | | | | |
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| **4. Thesis project summary**  Provide an informative plain language summary of your research (100 words maximum). Identify the thesis project’s main aims, its significance within the field, and the expected research outcomes. | | | | | | | | | | |
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| **5. Supervisors** | | | | | | | | | | |
| **Principal Supervisor** | | | | | | | | | | |
| Family name | |  | | Given name | | |  | | Title |  |
| Dept./School | |  | | | | | | | | |
| Email | |  | | | | | | | | |
| Faculty | |  | | | | | | | | |
| **Associate Supervisor** | | | | | | | | | | |
| Family name | |  | | Given name | | |  | | Title |  |
| Dept./School | |  | | | | | | | | |
| Email | |  | | | | | | | | |
| Faculty | |  | | | | | | | | |
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| **6. Stipend** | | | | | | | | | | |
| Stipend source | |  | | | | | | | | |
| Amount | | **$** | | | Duration (mm/yy – mm/yy) | | |  | | |
| **7.** **Thesis progress -** In no more than half of one A4 page, provide a **brief summary** of the progress of your thesis research to date, including what has been accomplished and what remains to be done to complete your thesis. Please attach Annual Reports. | | | | | | | | | | | |
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**8. Conference details**

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| Conference name (include name of sponsoring organisation and conference theme, if relevant) |  | |
| Conference dates and location |  | |
| Paper/poster title |  | |
| Has your paper/poster been accepted for presentation?  \*If no, you will be required to provide this evidence to your faculty/departmental operations team when you are arranging your travel. | | Yes  No |
| Is proof of acceptance attached? | | Yes  No |

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| **9. Conference attendance -** Explain how attendance at the proposed conference is important and relevant to your candidature, and how it will enhance your thesis |
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| **10. Value added to travel described in item 9**  You are encouraged to seek extra opportunities to develop your research and add value to your project while you travel. Please provide details of other activities that will add value to your travel through visits to laboratories, research facilities, museums etc. |
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| **11. Alignment with Strategic Research Framework**  How does your application align with the strategic objectives and/or research priorities of the [Macquarie University Strategic Research Framework 2025-35](https://www.mq.edu.au/__data/assets/pdf_file/0006/1336533/macquarie-university-research-strategy-2035-abridged.pdf)? |
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| 12. Have you previously received support from the PGRF? | Yes | No |
| \*Please note: If you have previously been successful for the PGRF grant and used the funds, you are not eligible to apply again. If you were successful for the grant but unable to use the funding, you make seek approval to reapply.  **If Yes**, have you received approval from the Academic Director (GRA), to re-apply? Attach evidence of approval. | Yes | No |

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| 13. Budget - List all expenses involved in attending the conference. For guidance on legitimate budget items, please refer to the Funding Rules. |

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| 14. Justification of the budget - Justify each budget item by clearly indicating why the amount requested is appropriate. Attach copies of quotes to the end of application form.*Confine your answer to half of one A4 page* | |
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| **15. Additional costs -** If conference attendance costs exceed $6,000, provide details of how you intend to meet the excess costs. | |
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| 16. Ethics | | | |
| Does your postgraduate research require human or animal ethical or biosafety approval? | | | Yes  No |
| If yes, indicate the type/s of approval required | Human | Animal | Biosafety |
| If approval has been obtained, please attach a copy of the approval | | | |
| Should you have any questions relating to ethical issues, please contact:  Ethics Secretariat  Email: [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au)  Telephone: +61 2 9850 4490  ***Funds will not be released*** *until the appropriate approval/s have been received and until evidence of such approval/s has been provided to the GRA (*[*gr.pgrf@mq.edu.au*](mailto:gr.pgrf@mq.edu.au)*).* | | | |

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| **17. Applicant certification**  *‘I certify that the information I have provided in this application form is true and correct.’* | | |
| Name |  | Signature |
| Date |  |

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| **18. Principal/other Supervisor’s certification**  *I certify 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.* | | |
| Name |  | Signature | |
| Date |  |
| Name |  | Signature | |
| Date |  |

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| **19. Head of Department/School**  I certify that this application is in accordance with the PGRF Funding Rules, and that any additional costs (above the Scheme maximum and defined as essential for the conference) cited in the application, will / will not be funded by the Department/School/Faculty. I also certify that where a student fails to provide a final report, should they be successful, that the Department/School will refund the value of the award. | | |
| Name |  | Signature | |
| Date |  |

***Attachments –*** *attach the following documents as relevant. Attach the below to your application and compile all in one pdf document:*

* *Day-to-day itinerary*
* *Annual Report(s) (required for all applications)*
* *Corporate Travel Management quote*
* *Accommodation quote*
* *Evidence of conference registration fee*
* *If available, 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*