THE UNIVERSITY
OF QUEENSLAND
A U S T R A L I A

SCHOOL OF MATHEMATICS & PHYSICS
RESEARCH STUDENT CONFERENCE FUNDING

Completed application forms and any enquiries should be directed to the SMP Postgraduate Administration Officer Murray Kane (e-mail: m.kane@smp.uq.edu.au , Priestley Building 67-350

AWARD
- A total award of $3,000 will be granted for conferences within Australia and/or overseas per student per candidature.

ELIGIBILITY
- Students must be **enrolled** in either **MPhil or PhD** in the **School of Mathematics and Physics or one of the School's Centres.**
- Students who are jointly funded with another School/Centre outside SMP will have the grant funded on a **pro-rata** basis (ie if you are funded jointly by SMP 50% and ITEE 50%, the maximum funding allowable will $1,500)
- Only students who have had their candidature **confirmed** are eligible.
- Assistance will **NOT** be granted to students who are on extended status i.e. overtime
- Preference will be given to students who are **making a presentation** at a conference or to those presenting a paper).

CONDITIONS
- Preference will be given to students who have presented a poster at the School's annual Poster Day.
- Preference will be given to full-time students. Part-time students can make a case for assistance and may be funded on a pro-rata basis;
- Assistance will not be granted to students who are in full-time employment;
- The application for assistance must be supported by the applicant's Principal Advisor - see application form;
- Applications are accepted during the course of the year on an ad-hoc basis.
- An electronic travel form is required to be submitted and approved in advance of travel arrangements being made. Please see one of the members of the Finance team in the School office for assistance. Further details about UQ travel policy can be found on: http://ppl.app.uq.edu.au/content/9.45.05-travel#Policy.
- Funding for airfares – If you wish to use this funding for your airfare you can use Campus Travel (ph 3393 8855) or book online directly with the airline. The use of online travel agencies such as Webjet and Escape Travel are not permitted. A University Travel Card can be

applied for through the University Travel Form to facilitate the online payment of airfares directly to airlines.

- Travel expenses including registration, accommodation and meals may also be covered from this award. These expenses can be paid for by University Travel Card or by reimbursement. Reimbursement will only be made on the presentation of original receipts, tax invoices and proof of payment to a member of the Finance team in the School office.
- A total contribution of $3,000 is the maximum funding awarded. Amounts exceeding this limit will need to be provided by supervisors grant or by the student.
- Risk assessment form *must* be completed and submitted with this application if applicant engaging in field work or travelling to a country with travel risks associated. For advice about this, consult e.g. **http://www.smartraveller.gov.au/index.html**

APPLICATION DETAILS

<div style="border:1px solid">

PART 1 – STUDENT TO COMPLETE

Name: ....**Student Number:**................................

Discipline: ....**Program: PhD or MPhil (please circle)**

Conference:...

....

☐ **Invited Speaker**   ☐**Oral Presentation**   ☐**Poster**   ☐**Attendance Only**

Conference Dates & Location: ....

....

Details of Paper(s) being delivered/poster presentation:

....

....

Conference attendance budget with support requested:

Conference Registration: $.................**Travel: $**...

Living Expenses: $ ....**Budget Total: $**..................................

Requested Support: $..........................

Where full support is not requested, indicate the source of the additional funds required (e.g. self, project funds, other supervisor funds, etc.)

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PART 2 – PRINCIPAL ADVISOR TO COMPLETE

Does the Principal Advisor have a grant from which it is appropriate to fund the student?

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Assess the importance of this conference to the student's development, to his/her project, and to the School's reputation:

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....

....

Justify the level of School funding support requested in terms of the total funding available to the supervisor for this, or related projects.

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Signature: ....**Date:** ....

Office Use Only:

1.	**Poster presented at School's Poster Day?	Yes/No**

2.	**Is candidate confirmed? Yes/No**

3.	**Is candidate overtime?	Yes/No**

4.	**Is Risk Assessment Form attached?	Yes/No**

5.	**Has candidate previously been awarded SMP Conference Funding	Yes/No**

	amount $...........................

**Approved: Yes/No	Amount Funded: $......................**

School PG Coordinator comments/signature...

...

Head of School Signature ....