

2025 Vice-Chancellor's Postgraduate Research Student Conference Fund

Application Form

For Higher Degree by Research students

Graduate Research School grs@uts.edu.au Level 3 Building 5C, 01 Quay Street, Haymarket 2000

Please refer to the [VC Conference Fund guidelines](#) before submitting this application. Completed and approved [forms](#) including all signatures and requested documents must be received by the Graduate Research School by the published closing date.

1. Student Details

Surname	<input type="text"/>	First name	<input type="text"/>
Faculty	<input type="text"/>	Student ID	<input type="text"/>
Course	<input type="text"/>	Contact Number	<input type="text"/>

Eligibility check

Please check that you have met all the eligibility conditions by ticking the boxes below. Please note that the funding can be used for [virtual and in-person conferences](#).

<input type="checkbox"/>	My conference paper will be peer-reviewed
<input type="checkbox"/>	I have applied for a conference within the respective round
<input type="checkbox"/>	I have checked Smart Traveller webpage and agree to comply by the travel advice provided by both Australian Department of Foreign Affairs and Trade and my faculty's travel approval process ahead of any travel plans.
<input type="checkbox"/>	I have completed the Research Integrity Modules
<input type="checkbox"/>	I am within my Funded EFTSL period i.e. Expected Work Submission (EWS) date
<input type="checkbox"/>	I will not be on Leave of Absence or Under Examination for my candidature at the time of conference
<input type="checkbox"/>	I have not received an "Unsatisfactory" status for any of my review of progress (ROP)
<input type="checkbox"/>	I have not exceeded the maximum allowed funding from the VC Conference Fund (\$3,000 maximum for both virtual and in-person conferences throughout my candidature)
<input type="checkbox"/>	I am not a member of academic staff (full-time or fractional) at an Institution that has access to conference travel funding
<input type="checkbox"/>	I am not in receipt of a scholarship that provides research allowance for conference travel or will be fully reimbursed by Faculty/Institute/School for this conference

2. Conference Details

Conference Name:	<input type="text"/>	
Conference Organiser:	<input type="text"/>	
Conference Location:	<input type="text"/>	
Conference Dates:	<input type="text"/>	
Conference Registration Fee:	<input type="text"/> AUD \$	
Travel / Airfare (if in-person):	<input type="text"/> AUD \$	
Accommodation (if in-person):	<input type="text"/> AUD \$	
Estimated Total:	<input type="text"/> AUD \$	
Additional funding for the conference provided from elsewhere (if any):	<input type="text"/> AUD \$	

3. Presentation Details

Applications are accepted without the conference involvement, but funds will only be issued to successful applicants once confirmation of conference involvement has been provided to the Graduate Research School.

Please tick each category below that applies to you:

Student's stage of candidature	Type of presentation*	Additional research engagement**
Completed Stage 2 assessment (2 pts)	Presentation based on peer-reviewed paper or abstract (4 pts)	Visit/s to research groups, other workshop or speaking opportunities, or other networking events (1 pt)
Completed Stage 1 assessment (1 pt)	Peer-reviewed workshop, symposium or panel (3 pts)	
	Peer-reviewed poster (2 pts)	

NOTES: *If you have received a successful outcome for your funding but your circumstances have changed and your overall score is reduced, this may affect the funding outcome.

**Although not compulsory, additional research engagement is strongly encouraged as it can boost total application score. May refer to both online or in-person events. Evidence is compulsory (examples below).

Attachments:

- **Personal statement** outlining the relevance of attending the Conference to your research and the expected outcomes (*compulsory*) ☐ attached
- **Supervisor endorsement letter** that includes a reference to the academic standing of the conference and the relevance of the conference to the student's work (*compulsory*) ☐ attached
- **Copy of most recent satisfactory Stage of Candidature Assessment** (*compulsory*) ☐ attached
- **Copy of the conference brochure or website screenshot** (*compulsory*) ☐ attached
- **Evidence or screenshot of Registration Fee and if in-person attendance, include Travel/Airfare and Accommodation estimate screenshot** (*compulsory*) ☐ attached
- **Conference Peer Review evidence** e.g. website screenshot or email from organisers (*compulsory*) ☐ attached
- **Additional research engagement involvement** e.g. copies of email exchanges or invitation letters to participate in an event outside of conference (*compulsory if ticked*) ☐ attached
- **Written acceptance of the presentation** from the conference organisers (*if available*) ☐ attached

4. Student Declaration

- I declare that all the information on this Application and in the documentation/information attached is correct and complete and I have met the eligibility conditions.
- I have read and understand the requirements of the scheme as laid out in the Guidelines. I also understand that UTS reserves the right to seek verification of the information supplied by me.
- I understand that GRS will undertake a screening of all conference destinations and I may be advised to reconsider my plans to travel depending on the advice given through [Smart Traveller](#).
- I undertake to return all recoverable funds allocated if, through illness or other mitigating circumstances, I am unable to attend the Conference, so that the funds can be reallocated to another student.

Applicant's Name	Signature	Date

5. Faculty/Institute's Support

I support the student's application to receive funds from the VC's Postgraduate Research Student Conference Fund and have attached an **endorsement letter** that includes a reference to the academic standing of the conference, the relevance of the conference to the student's work, and additional engagement confirmation (if applied).

Principal Supervisor			
	Name	Signature	Date

I support the student's application to receive funds from the VC's Postgraduate Research Student Conference Fund and confirm the conference and additional research engagement (if applied) both meet faculty standards.

Comments:			
Responsible Academic Officer (RAO)			
	Name	Signature	Date