

2025 Vice-Chancellor's Graduate Research Student Conference Fund

Application Guidelines

For Higher Degree by Research students

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

Completed and approved forms including all signatures and requested documents must be received by the Graduate Research School by the published closing date.

General instructions

The Vice-Chancellor's conference fund is available each year to assist graduate research students to participate in academic conferences for both virtual or in-person attendances.

The funds are allocated on a competitive basis by the Graduate Research Student Conference Fund Committee, using the guidelines and a point scoring system.

Applications will only be considered by the Committee if the complete application is lodged by the closing date for the relevant round indicated below.

Application deadlines:

	Round 1	Round 2
For Conferences held in	March to August 2025	September 2025 to February 2026
Applications due to GRS	09 May 2025	26 September 2025
Outcome	Late-May 2025	Early October 2025
Reporting due	2 months after conference	

- **Applications are accepted without the confirmation of conference involvement**, but funds will only be issued to successful applicants once confirmation of conference (as declared on the application) involvement has been provided to the Graduate Research School.
- The student must submit their application, signed by their supervisor, to their Faculty for RAO endorsement and then to GRS by the due date.
- Late, incomplete and retrospective applications will NOT be considered.
- Conferences whose dates are outside the respective round periods will NOT be considered.
- Applications must have Faculty endorsement in order to proceed to the university-level committee.
- The funding is specifically for the conference nominated in this application and held within this round and may not be used for any other conference.
- Applicants are to check [Smart Traveller](#) webpage provided by Australian Department of Foreign Affairs and Trade and abide by their faculty's travel approval process ahead of any travel plans.
- Applicants may only submit one complete application per round.
- Applicants will be notified through their student email accounts on the outcome of their applications and if successful, how to receive the approved funds.
- Successful applicants must provide a written report on the conference no later than two months after participation.

Indicative Level of Funding

Successful students may receive **up to \$3,000 AUD total** in funding during the duration of their candidature depending on the costs of conference registration, travel/airfare and accommodation. Please note that the funding can be used for virtual and in-person conferences.

Students must inform the Graduate Research School if they are unable to attend the conference as soon as possible. In such cases, if funds have been awarded they must be returned in full.

Eligibility

To be eligible for the conference funding the student must:

- be accepted by the conference organisers for the type of presentation as declared on the application
- be applying to participate in a conference for which **submissions are peer reviewed**
- have applied to a conference within the respective round period
- have completed the Research Integrity Modules
- be within their Funded EFTSL period i.e. Expected Work Submission (EWS) date
- be formally enrolled at the time of conference and NOT on Leave of Absence or Under Examination
- have submitted all required review of progress reports to date and not have received an “Unsatisfactory” result
- not have exceeded the maximum allowed funding from Vice-Chancellor's Graduate Research Student Conference Fund support (\$3,000 maximum for both virtual and in-person conferences)
- not be a member of academic staff (full-time and fractional) at an Institution that has access to conference travel funding
- not be in receipt of a scholarship that provides research allowance for conference travel
- not be fully reimbursed by employer, sponsor or UTS Faculty/Institute/Centre for attending the Conference

Point scoring system

Eligible applications are scored competitively using a point scoring system as follows:

Student's stage of candidature	Score
Completed Stage 2 assessment	2 points
Completed Stage 1 assessment	1 point

Additional research engagement**	Score
Visit/s to research groups, other workshop or speaking opportunities, or other networking events	1 point

Type of presentation*	Score
Presentation based on peer-reviewed paper or abstract	4 points
Workshop, symposium or panel (peer-reviewed)	3 points
Poster (peer-reviewed)	2 points

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 a 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 (e.g. copies of email exchanges or invitation letters).**

Reporting on the Conference

Students who receive support from the Vice-Chancellor's Graduate Research Student Conference Fund must submit a report (<https://forms.uts.edu.au/index.cfm?FormId=1053>) outlining outcomes of the conference to the Graduate Research School **no later than two months after the Conference date**. This report may be made publicly available online to showcase UTS student research activities.

THE REPORT SHOULD CONTAIN:

- Student's name, student number, course name and Faculty or Institute
- Name, and date of conference
- Abstract of presentation
- Brief reflection (Max 400 words) on the experience and outcomes of attending and presenting at the conference