

2020 Application Guidelines for Online Round 2

Vice-Chancellor's Graduate Research Student Conference Fund

For Higher Degree by Research students

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COMPLETED FORMS MUST BE SENT TO THE FACULTY RESEARCH ADMINISTRATORS FOR RAO'S APPROVAL AND APPROVED FORMS INCLUDING ALL SIGNATURES AND SUPPLIED DOCUMENTS MUST BE RECEIVED AT 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.

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:

	Online Round 2 (virtual conferences only)
For Conferences held in	October 2020 to March 2021
Applications due to GRS	15 th September 2020
Outcome	End of September 2020
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 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 may submit a complete application to one or more conferences but funding may only be awarded for one conference.
- 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 within two months after participation.

Indicative Level of Funding

Successful students will receive **up to \$1,500 AUD** in funding depending cost of conference registration. Please note that this round is only for online conferences held in October 2020 to March 2021.

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 EFTSU Consumed (FEC) date i.e. 4 years fulltime equivalent for Doctoral and 2 years fulltime equivalent for Masters at the time of conference
- 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 previously received Vice-Chancellor's Graduate Research Student Conference Fund support (only one application may be funded during candidature)
- 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:

Conference status	Score
International	3 points
National	2 points
Local	1 point

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

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

*NOTE: 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.

Reporting on the Conference

Students who receive support from the Vice-Chancellor's Graduate Research Student Conference Fund must submit a report ([Vice-Chancellor's Conference Fund – Student Report](#)) outlining outcomes of the conference to the Graduate Research School **no later than two months after the Conference date**. This report may be made publically 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 and, if applicable, visiting research group