

# Higher Degree Research Student Conference Travel Scheme

## Guidelines

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### 1. Introduction

CEPAR provides support for CEPAR affiliated students wishing to present their research at national and international conferences. This scheme is designed to complement conference funding schemes offered by students' home universities.

### 2. Eligibility

Applicants must

- 2.1. be currently enrolled and progressing satisfactorily (funding is not available to attend a conference that is being held while they are on leave).
- 2.2. be based at an Australian university under the supervision of a CEPAR CI or AI and must be a CEPAR affiliated student<sup>1</sup>.
- 2.3. be attending a conference and presenting a paper or poster on research in the area of population ageing.
- 2.4. apply for funds in advance of the conference.

### 3. Scheme

- 3.1. Subject to budget availability, the total funding pool will be \$10,000 per annum.
- 3.2. Students may be awarded a maximum of \$1500 in conference support over the period of their candidature.
- 3.3. Where similar support schemes are offered by the student's home institution, the applicant must demonstrate that they have sought, or are seeking, funding support under the home institution scheme.
- 3.4. The applicant must discuss the proposed travel with their supervisor prior to application.

### 4. Allowable budget items and reimbursement

- 4.1. Funding may be used to support conference expenses including registration, airfares or travel expenses, accommodation and living expenses.
- 4.2. Reimbursement for expenses up to the agreed amount will be provided upon provision of receipts.

### 5. Application and Assessment

- 5.1. Application forms are available on the CEPAR website at [cepar.edu.au](http://cepar.edu.au).
- 5.2. Applications will be assessed by CEPAR's Director in order of receipt and will only be approved for as long as funds are available. Assessment will be on the basis of i) alignment of the presentation title with CEPAR's research program and ii) the potential career development benefits to the applicant.

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<sup>1</sup> Applications may be made via the *CEPAR Student Nomination Form*

## **6. Successful applicants**

6.1. All applicants will be notified in writing of the outcome of their application within 14 days of receipt.

## **7. Review**

8. 9.1 The program is subject to review at any time.

## **9. Further information**

All enquiries should be directed to Anne Gordon, Director of Operations, CEPAR UNSW node.

**E:** [a.gordon@unsw.edu.au](mailto:a.gordon@unsw.edu.au)

**T:** +61 2 9385 5896

## Higher Degree Research Student Conference Travel Scheme Application form

Please complete and return to [cepar@unsw.edu.au](mailto:cepar@unsw.edu.au)

Please read the *Higher Degree Research Student Conference Travel Scheme Guidelines* before completing the application form.

### 1. Applicant details

Name:	Title:
Email:	Phone number:
Status: <input type="checkbox"/> PhD Student <input type="checkbox"/> Masters Research Student	Date of commencement of HDR enrolment:
Department and institution of enrolment:	Name of supervisor:

### 2. Details of proposed conference

Conference name:	Conference dates:
Conference location (city and country):	Title of Presentation:
Presentation type: <input type="checkbox"/> Paper <input type="checkbox"/> Poster	Presentation status: <input type="checkbox"/> Accepted      Date: <input type="checkbox"/> Submitted      Date: <input type="checkbox"/> Yet to be submitted      Expected date of submission:

Explain how participation at this conference will contribute to your career development:

### 3. Other funding sources

Does your home institution offer a similar funding scheme?

Yes  No

If yes, either provide the amount of funding approved under the home institution scheme in Section 4 below or provide details of any application made where the result was unsuccessful or is pending.

Do you have any other funding to support this visit (e.g., another grant)?:  Yes  No

If yes, please provide details:

#### 4. Previous funding

Students may be awarded a maximum of \$1500 in conference support over the period of their candidature.

Have you received funding under this scheme in the past?  Yes  No

If yes, please provide details:

#### 5. Certification

I have attached my CV

If this application is approved

I agree to acknowledge CEPAR support in all relevant research output or communication in any media and provide details of any CEPAR related outputs in response to requests from CEPAR administration for the purposes of satisfying contractual reporting requirements or communicating with our stakeholders

Signature:

Date:

#### 6. Recommendation by CEPAR Investigator

I support this application

Comments:

Investigator's Name:

Signature:

Date: