# Guidelines for use of School postgraduate “safety net” funds for travel to an international conference

The School Postgraduate Committee supports the concept that each student should have the opportunity to attend one international conference during his/her candidature, with preference given to those in the latter stages of their HDR studies. A student seeking to use part of their School safety net maintenance allocation must first seek a contribution of funds from another source (e.g. [AGC Research Travel Scholarship](https://www.adelaide.edu.au/graduatecentre/scholarships/research-travel/opportunities/#rshtravel), industry (including relevant funding bodies such as [Wine Australia](https://www.wineaustralia.com/research/applying-for-funding#Travel%20bursaries)), other travel scholarship such as the [AUGU/RC Heddle Award](https://www.adelaide.edu.au/alumni/development/travel-grants/)) and must present his/her work as a poster or oral presentation arising from the PhD project at a conference of sufficient standing in the discipline. **The student may use up to $1,500 of their general operating funds at the discretion of the principal supervisor.** Funds in excess of $1,500 may be used in certain circumstances, e.g. if the student is near the end of candidature and little further research expenditure is expected, in which case approval of the Head of School is required.

The student must submit a formal application to the School Postgraduate Committee, via the Senior Academic Support Officer, justifying the request (including the standing of the conference) and detailing other funds secured, at least 3 months before the conference. The form “**Application to use School postgraduate safety net funds to attend an international conference”**’ should be downloaded from the School postgraduate research website at:[Apply to use School funds for international travel](https://agwine.adelaide.edu.au/current-students/current-hdr/int-conference-application.pdf" \o "(intlconfapplnform.doc, 38kB))

**Also required:**

* A one-page letter providing justification for the request, the standing of the conference and outlining how attendance at the conference will benefit your research career
* A letter of support from your Principal Supervisor addressing the above points
* Properly costed budget with a justification for each item. i.e. cost of airfare at time of travel, actual room rate in the city of the conference, conference registration, allocation for meals, incidentals and local travel, etc., balancing expenditure and funds requested.

Evidence of acceptance of an abstract for a poster or oral presentation must be provided prior to final approval. Once approval is granted, please send the completed form (signed by the Chair of the School Postgraduate Committee) to [travel.sciences@adelaide.edu.au](mailto:travel.sciences@adelaide.edu.au) along with the “Notification to travel form” (<https://www.adelaide.edu.au/finance/docs/forms/studforms/notification-to-travel-form.pdf>).

**Application to use School Postgraduate Safety Net funds to attend an international conference**

To be eligible, students need to complete this application form and submit it with the other documentation to the School Postgraduate Committee, via the Senior Academic Support Officer ([david.hart@adelaide.edu.au](mailto:david.hart@adelaide.edu.au)), **at least 3 months** prior to the conference. **(See guidelines above.)**

# Student details

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name: |  | Id: |  |
| Thesis topic: |  | | |
| Supervisors’ name: |  | | |
| Date commenced: |  | | |

# Conference details

|  |  |
| --- | --- |
| Name of conference: |  |
| Location of conference: |  |
| Dates of conference: |  |
| Presentation at conference: | Oral Presentation Poster Presentation |
| Title of presentation: |  |

# Funding details

Indicate all sources of funds that will be utilised or sought to travel to this conference. Indicate whether the application has been successful or is still pending.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of funding** | **Amount of funding requested ($)** | **Application successful or pending** | **Expenditure** |
| [AGC Research Travel Scholarship](https://www.adelaide.edu.au/graduatecentre/scholarships/research-travel/opportunities/#rshtravel) | $3000 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| School of AFW | $1500 | Pending |  |
| **Total** |  |  |  |

# Travel Budget



**Student Signature:** **Date:**

**Supervisor’s declaration:**

I confirm that sufficient funds are available within the project code supporting the student’s research to cover the amount requested in this application.

**Supervisor Signature:** **Date:**

|  |  |  |
| --- | --- | --- |
| **Approved/Not Approved** |  | Date: |
| Chair, Postgraduate Committee signature |

**Once approved, please email the signed form to** [**travel.sciences@adelaide.edu.au**](mailto:travel.sciences@adelaide.edu.au) **with your completed Notification to travel form.**

# Checklist

Letter of Support from Principal Supervisor

A one-page letter outlining how attendance at the conference will benefit your research career

Properly costed budget

Notification to travel form

Supervisor’s declaration