

Industry Doctorate Program (IDP) Student Conference Fund Application Form

Please refer to the IDP Student Conference Fund Guidelines when completing

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

1. Student Details

Surname	<input type="text"/>	First Name	<input type="text"/>
Faculty	<input type="text"/>	Student ID	<input type="text"/>
Student Email	<input type="text"/>	Contact Number	<input type="text"/>

Please indicate your stage of candidature:

<input type="checkbox"/> Completed Stage 1 assessment	<input type="checkbox"/> Completed Stage 2 assessment
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2. Conference Details

Conference Title	<input type="text"/>		
Conference Convenor	<input type="text"/>		
Location	<input type="text"/>	Conference Date	<input type="text"/>

Registration Fee A\$	Travel / Airfare A\$	Accommodation A\$	Estimated Total A\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional funding for the conference provided from elsewhere:			<input type="text"/>

Please attach evidence of the registration fee, airfare and accommodation (estimates/quotes) with your application

3. Presentation Details

Please tick ONE type of presentation and attach evidence from conference organiser

<input type="checkbox"/> Keynote speaker/invited speaker	<input type="checkbox"/> Workshop (e.g seminar)
<input type="checkbox"/> Presentation - full paper	<input type="checkbox"/> Poster
<input type="checkbox"/> Presentation – abstract or brief paper	<input type="checkbox"/> Panel

Have you received written acceptance of the presentation from the conference organisers? (If yes, please attach evidence) Yes No

Please attach a statement outlining the relevance of attending the conference to your research and the expected outcomes attached

4. 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 as stated in page 2 of this form.
- 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 undertake to return all recoverable funds allocated if, through illness or other mitigating circumstances, I am unable to attend the conference.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Applicant's Name	Signature	Date

Checklist

- Sections 1-5 of the form are completed and signed.
- Conference brochure attached.
- Statement of relevance attached.
- Written evidence of acceptance of presentation from conference organisers attached (if applicable).
- Documentary evidence concerning (estimated) total cost attached, i.e. registration, travel and accommodation costs (email quotes from travel agencies or online quotes are acceptable).
- All Progress Reports or Review of Progress reports attached.
- Copy of any prior IDP Student Conference Fund reports.

What to do with the completed form

Please submit this completed form with supporting documentation to the Graduate Research School (grs@uts.edu.au, or Level 3 Building 5C) **after obtaining Faculty/Institute's RAO approval**. Applicants will be notified of the outcome via their **UTS student email**.

- Applications are accepted without confirmation of conference involvement, however funds will only be issued once confirmation of involvement has been provided to the Graduate Research School.
- Funding must be approved prior to travel/attendance and applicants will be notified of the outcome via their student email account.
- The funding is specifically for the conference nominated in this application and may not be utilised for any other conference/purpose.
- 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.

Graduate Research School section

Industry Doctorate Program (IDP) Manager

Student Eligible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments	<input type="text"/>
Previous funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details	<input type="text"/>
Application Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments	<input type="text"/>
Successfully completed Stage 1	<input type="checkbox"/>			
Pre-allocated amount AUD\$	<input type="text"/>		Final Award amount AUD\$	<input type="text"/>
Date of acknowledgement	<input type="text"/>		Date of payment	<input type="text"/>
Account string	<input type="text" value="02.481010.120.2148037"/>			