

The University of Newcastle
School of Education

Research Higher Degree
**Conference Travel Scholarship
Application Form**

Applications close the last Friday in May and the last Friday in October at 5pm. Applications are to be delivered to the Deputy Head of School for Research Development at the Hunter Academic Support Unit office, HA80, or submitted electronically (with pdfs of all attachments) to: soe-research@newcastle.edu.au

The application must be submitted using this form in order to be eligible.

Name			
Address			
Phone			
Email			
Year you first enrolled in this research degree		No. of full-time equivalent semesters completed	
Full time or Part time		Anticipated date for thesis submission (Month, Year)	

7.2.1 Previous Grant Information

<p>Have you received any annual Conference Support or Project Grants during your candidature?</p> <p>YES NO</p>
<p>If YES, please name the grant type, the amount received and when you received the grant(s).</p>
<p>If YES, please attached the final reports you submitted to the School or Faculty for grants received since 2002.</p>

7.2.2 Conference Paper Details

Conference Paper Title (up to 20 words) In the space below, provide a short, descriptive title that is clear, brief and informative.

Conference Paper Abstract (up to 200 words)

Have you submitted an abstract to the conference committee yet?

YES NO

Has your abstract been accepted?

YES NO

If YES, please attach the official letter/notification of acceptance.

If NO*, please indicate when announcement of outcomes from the review process are anticipated:

* please note the Travel Scholarship cannot be awarded without evidence of acceptance

Conference paper (please attach – must meet 2000 word minimum length)

See *Travel Scholarship Information and Guidelines* (Doc 7.1) for requirements relating to the paper.

7.2.3 Project Progress

Project Progress (up to 400 words)

In this space please describe as fully as possible the progress you have made on your project so far, milestones you have reached, how you will use the remaining time in your candidature and any plans to disseminate your findings and publish from your research in the future. If pertinent, please identify if there have been any factors that have impeded or accelerated your progress to date.

Publications and Presentations

Please enter your publications and presentations under the following headings with the most recent in each category first.

Publications within the five years prior to enrolling in this RHD, if any:

Publications during your candidature, if any (you can also indicate articles in press and submitted):

Presentations at School or Faculty seminars and mini conferences:

Presentations at other conferences:

7.2.4 Budget Information

Itemised Budget Items (maximum available \$3000)	Cost of Item	Amount Requested
Travel		
Registration		
Accommodation		
Other Items		
Total		

Budget Justification
In the space below (not exceeding one page), write a justification for each category of the budget requested, using the same headings as above. Ensure that all items are adequately and clearly justified. Attach receipts or quotes, or indicate sources of costs, in order to support the amounts you are claiming.

Travel

Registration

Accommodation

Other

7.2.5 Supervisor Details

Principal Supervisor	
Name	
Phone	
Email	

Co-Supervisor #1	
Name	
Phone	
Email	

Co-Supervisor #2	
Name	
Phone	
Email	

7.2.6 Conference Detail

<p>Conference Importance In 100 words or less please explain what you hope to achieve by attending and presenting at this particular conference.</p>
<p>Conference Documentation Please attach a copy of all documentation about the conference with particular emphasis on refereeing or paper selection procedures. If this is not readily available, please obtain this information in the form of a letter or email from the conference organisers.</p>
<p>Publication Plan If your full (attached) paper is to be submitted for refereeing, for subsequent publication in the conference proceedings, please provide details:</p> <p>If the conference does not publish refereed proceedings, please provide details of your publication plan for your attached paper, including most likely avenue(s) for publication including a timeline:</p>

7.2.7 Certification

Applicant		
Name	Signature	Date

Supervisor(s)		
Name	Signature	Date

7.2.8 Support from Supervisor

Comment in support of the application by the Supervisor(s)

Supervisor(s) are asked to address the candidate's progress, the quality and importance of the research, the potential and plan for publication, the quality and importance of the conference in the field, and the students' development as a researcher.

Please ensure that this form and all attachments are complete before submission of this application.