

School of Molecular & Biomedical Science

CONFERENCE ALLOWANCES FOR POSTGRADUATE STUDENTS

1. University and external travel support schemes

There are a number of travel Scholarships available to Postgraduate Students who are enrolled at the University of Adelaide who wish to undertake travel for the purposes of research related to their study (including, but not restricted to conference presentations). Details of these can be obtained from the Graduate Studies website at: <http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgtravel/> And the Alumni Association <http://www.alumni.adelaide.edu.au/>

In addition to scholarships listed there, students are encouraged to check "The Adelaidean" and newspapers both local and interstate.

2. School Postgraduate Student Conference Allowance

The School of Molecular and Biomedical Science offers research higher degree students \$500 annually during candidature (up to 4 years for PhD, 2 years for MSc) to reimburse expenses incurred in presenting at a conference. Funds not expended in a year can be carried forward to subsequent years. The maximum amount provided to a PhD student under this scheme is \$2,000 (\$1,000 MSc).

Students must be presenting at the conference, and if travelling interstate or overseas must demonstrate that they have sought travel support from other sources.

3. School Postgraduate Student Publication Award

We seek to encourage postgraduate students to publish their research during their candidature, and to present their work at national and international meetings. To assist in this aim we have the *Postgraduate Student Publication Awards*.

The awards provide a sum of \$400 for each first-author paper by the student that is accepted for publication in a peer-reviewed journal during their candidature. The award must be used to reimburse the student's expenses incurred in presenting their work at a national or international scientific meeting.

Eligibility and Conditions

- The awards are open to higher degree (Masters and PhD) students enrolled in the School of Molecular & Biomedical Science at the time of acceptance of their paper for publication.
- An award of \$400 will be made for each paper for which the student is first author, and is accepted for publication in a peer-reviewed journal. Publication of work performed during Honours, MSc or PhD while enrolled in the School of Molecular & biomedical Science is eligible for the award.
- The School of Molecular & Biomedical Science must be acknowledged as the student's Institutional affiliation in the list of authors' addresses in the paper and the abstract submitted for the conference. (Students working outside of the School should list the School as well as their host Institution as their affiliation).
- The award will be made available to the student upon application to meet travel and conference expenses incurred by the student in presenting their work at a national or international scientific meeting.
- In the event that the student has multiple first-author papers, each paper will qualify separately for an award of \$400.
- Where there is joint first authorship with another student, a pro-rata adjustment will be made to the award.

Applications for funding should be made in advance of travel, and submitted to the postgraduate coordinator of the relevant Discipline. Students may elect to fill out the pro-forma form located on the School website <http://www.adelaide.edu.au/mbs/current/postgraduates/support/>.

Details in the application must include:

1. Destination
2. Allowance requested, with anticipated expenses and/or receipts. A statement describing how the award will be used to meet the costs associated with attending the meeting.
3. Dates leaving/returning
4. Details of the presentation
5. A copy of the submitted abstract, which must include the School of Molecular and Biomedical Science in the affiliation of authors and confirmation that the student is the presenting author.
6. Other sources of travel support for which you have applied.
7. Signature of supervisor endorsing your application for funding.
8. A copy of the title page of the manuscript, or a copy of the acceptance letter from the Editor of the journal. (**For Publication Award only**)

The discipline postgraduate coordinator will assess all applications and forward approved applications to Pam Lovison (pamela.lovison@adelaide.edu.au Ph: 37582). Once approval has been granted the student must fill out a "Notification to Travel Form" which can be found at <http://www.adelaide.edu.au/finance/> and locate the drop down box "Forms".

Upon returning from travel, students will need to provide original receipts for expenses claimed, if they have not done so already. If travel was overseas, a brief travel diary is required to show work-related activities.

Students may be requested to present a report on the conference to their research group.