

APPLICATION FOR CONFERENCE TRAVEL FUNDING for PhD and DClInDent students

Eligibility rules:

1. The conference should have major international standing OR significant relevance to the student's field of research (as judged by the student's supervisor and Head of Department).
2. The student must be presenting either orally or by poster.
3. The student shall not have exceeded 4.0 EFT years **at the time of conference attendance**.
4. Every Health Sciences PhD/DClInDent student is eligible for **up to \$2,000** over the course of their enrolment (not per year), and will not usually be taken up in the first year of enrolment.
5. If the full amount is not used for an initial meeting, students may reapply to use the remaining funds for a second eligible meeting.
6. A one-page report must be submitted within 6 weeks of return from the conference. Failure to submit a report will result in loss of any unspent funds.
7. Retrospective applications will not be accepted.
8. Where a student who meets the other eligibility criteria has already submitted a thesis that is still under examination, or they have completed the PhD, they may still make an application for funding to attend a conference that takes place within 6 months of the date of the first submission of the thesis, if (i) they are current holders of a publishing bursary, or (ii) if they have an employment relationship with the University of Otago.
9. Students must present their PhD/DClInDent research at the conference under University of Otago branding.

Guidelines:

1. A maximum of \$2,000 will be awarded from the Division for each student.
Students whose supervision/EFTS is split across Divisions are eligible to an amount proportional to their Health Sciences supervision. For example, a student who is supervised 80% with Health Sciences and 20% with Sciences is only eligible \$1,600.
2. Applications should be received at least **2 months prior** to the date of conference.
3. An "international" conference should have an international audience and contributors.
4. Application for virtual international conferences are accepted, provided the student is presenting their work (oral or poster), or otherwise contributing substantially to the conference (e.g. panel discussion).
5. Applications for in person conferences are accepted, provided the student is presenting their work (oral or poster); these include travel and accommodation costs, according to University guidelines (including airport transfers). It is expected that students will seek the cheapest airfare (where practical) and stay at low cost accommodation. A case for exceptions to these guidelines can be made in the application. Attendance at conference dinners is usually not funded. Per diems or sustenance are not funded.
6. Travel insurance must be purchased through the University. Costs of insurance should be included in the award.
7. International students must check their visa conditions and ensure any travel is permitted. All students must make themselves aware of, and adhere to, entry requirements for any country they intend to travel to. If there are additional costs associated with entry requirements, these should form part of the application.
8. Visits to research institutions, etc. whilst away are acceptable, but costs incurred outside conference attendance (e.g. travel to another city) must be funded from other sources.

Application:

Please send your application form and other documents to Dr Manon Knapen,
healthsciences.research@otago.ac.nz

1. Application form,
2. Abstract,
3. Evidence of your participation (email message or letter from the conference organisers advising you that your paper or poster session has been accepted),
4. Evidence (quotes) supporting the amount applied for (airfares, accommodation, registration fees). Remember, candidates are expected to seek accommodation at the low end of the range, and
5. Postgraduate Travel Grant form (can be found [here](#)).