

## FOM-C Postgraduate Student Support Fund

Postgraduate students at FOM-C can apply for Postgraduate Student Support Funds, with supervisor's endorsement. Total support should not exceed \$1,500/year/PhD Student (maximum of three years), and \$1,000 for whole degree for all other postgraduate students. For students enrolled at less than 1.0EFTS to FOM-C, maximum funding will be adjusted pro-rata according to EFTS assigned to FOM-C.

### What will FOM-C support?

1. A grant-in-aid towards conference/short course in aid of research project, including registration, travel and accommodation\*. Please provide conference name/place/ dates, evidence of accepted abstract/invited talk, state whether it is an oral or poster presentation, and obtain your primary supervisor's endorsement (section B).  
*A PhD student can apply to the FOM-C Postgraduate Student Support Fund for a contribution towards conference travel but must first apply to the Division of Health Sciences [PhD Conference Travel Fund](#) (\$2,000) or have applied for other Conference/Travel Grant(s) to support attendance.*  
*Conference travel must be arranged in accordance with University travel policies and flight costs must be booked via university approved booking agents. Please see page 4 for more information on travel.*
2. A grant-in-aid towards purchasing research consumables, within the limits of the FOM-C Postgraduate Student Support Fund, and with the supervisor's endorsement (section C).  
*Applications for consumables will be assessed case by case and only awarded if other funding is unavailable.*
3. A grant-in-aid towards research or study costs (e.g. travel to collect data or attend a course, thesis publication costs, koha) (section C).  
*This does not include funding for equipment, computers or clinical placements.*
4. A grant-in-aid towards manuscript publication costs. Please provide a letter of acceptance from the publishing journal and your primary supervisor's endorsement (section C).

E-mail form to [postgrad.uoc@otago.ac.nz](mailto:postgrad.uoc@otago.ac.nz)

For further information contact: [margaret.currie@otago.ac.nz](mailto:margaret.currie@otago.ac.nz) or [postgrad.uoc@otago.ac.nz](mailto:postgrad.uoc@otago.ac.nz)

\*Costs for intercity travel only. This fund does not support a per diem or other travel-related expenses.

### Section A: Applicant Information

Full Name: \_\_\_\_\_  
Surname First name

Email: \_\_\_\_\_ Student ID: \_\_\_\_\_

FOM-C Department: \_\_\_\_\_

Degree type:  PhD  Masters  Honours  Other

If Other please specify: \_\_\_\_\_

Enrolment:  Full-time  Part-time

Supervisor(s):  
(Name, Department)

Do you have supervision outside of FOM – C:  Yes  No

Current application is for a grant-in-aid towards:  Conference attendance (go to section B)  
 Research/study-related costs (go to section C)

### Section B: Applying for a grant-in-aid towards conference attendance

Conference Name: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

My abstract has been accepted for:  Oral presentation  Poster Presentation

(NB: This grant-in-aid does not support general conference attendance without abstract submission).

Have you applied for a Division of Health Sciences PhD Travel Grant?  Yes  No  
(Please list amount received) \_\_\_\_\_

Have you applied for any other Conference/Travel Grant(s) to support attendance?  Yes  No  
(Please list grant funding bodies and amount(s) obtained) \_\_\_\_\_

Have you previously received FOM-C Postgraduate StudentSupport for conference attendance this year?  Yes  No Amount received: \_\_\_\_\_

**Section C: Applying for a grant-in-aid towards research/short course costs**

*Please briefly describe support and list items required and costs below:*

Item Requested	Cost
<b>Total</b>	

**Endorsement from supervisor**

*Primary supervisor comment.*

**Signatures**

*By signing this application, you are confirming that your expenditure will comply with University Policy, and you will inform the FOM-C Postgraduate Student Support Fund if your circumstances change.*

Student:

Date:

Primary Supervisor:

Date:

## Information and Related Policies for University Related Travel

- [Travel Planning Procedure](#)
- [Travel and Travel Related Costs Policy](#)
- [Online Travel Booking Tools](#)
- [Guidelines for Postgraduate Students Travelling Overseas for Research](#)

### Health and Safety Plan – International Travel only

- For International travel, complete the FOM-C Postgrad Health & Safety Plan available from your Department Administrator and arrange for it to be signed off by your supervisor.

### Request Approval to attend Event/Travel

- Gather documentation to upload to the online approval form:
  - Domestic/Trans-Tasman: screenshot flight and accommodation pricing from relevant websites.
  - International air travel and accommodation: email Orbit for a quotation: [DunedinLonghaul@orbit.co.nz](mailto:DunedinLonghaul@orbit.co.nz)
  - Screenshot conference registration cost and evidence you are presenting (eg. email).
  - Screenshot or PDF confirmation of funding from all sources.
- Complete the [Event and Travel pre-approval for Students](#) online form and upload relevant documents.

### Book your travel

Once you receive email confirmation of approval, forward it to either your Supervisor or Department Administrator and request they book for you as follows:

- Domestic accommodation: book using [UO Travel Tools](#) or directly using a university Pcard.
- Domestic/Trans-Tasman flights: book using [UO Travel Tools](#).
- International air travel and accommodation: Create a requisition in [Unimarket](#) - attaching relevant quote/approvals. Assign the requisition to 'Supply Chain Central Hub ([purchasing.central@otago.ac.nz](mailto:purchasing.central@otago.ac.nz))'. A purchase order will be emailed directly to you to forward to your travel provider (eg Orbit).

### Travel Insurance

- For International travel, REMEMBER to book [Travel Insurance](#).

### Download the Healix Travel Oracle App

- For international travel, download the [Healix Travel Oracle app](#) - Android and IOS available  
*To register, a policy number is required: OTA17476*

If you have any questions regarding travel, please speak to your department administrator.