**DIVISION OF SCIENCES**

**Application for Conference Leave Funding – PhD Candidate**

(Applications should be submitted at least 4 weeks prior to the conference)

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| --- | --- | --- | --- |
| **Surname** |  | **Given Name (s)** |  |
| **Student** **ID**  |  | **Phone** |  |
| **Email** |  |
| **Department** |  |

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| --- | --- | --- |
| **Conference Name** | **Location** | **Conference Dates** |
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| --- | --- | --- |
| **Proposed dates of absence** | From: | To: |

**Participation in Conference –** attendance-only is not normally funded. Please tick appropriate box.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Paper accepted |  |  Paper offered |  |  Poster presentation |  |  Oral presentation |  |

**Justification as to why this conference is worth attending with University funding support.**

**Budget (in New Zealand Dollars)**

|  |  |
| --- | --- |
| **Airfares**Attach a screenshot of flight booking/quoted amount for your dates**Accommodation**Attach a screenshot of hotel booking/quoted amount for your dates**Conference Registration Fee**Attach a screenshot or invoice with amount**Other Costs** (please specify e.g. ground transport/sustenance) | **$****$****$****$****$** |
| **TOTAL COST** | **NZ$** |

**Has other financial assistance (e.g. from your Department funds) been applied for? Y / N**

**If yes, how much has been granted? $**

*If it is to be paid to the student at the same time as the divisional grant, please complete transaction line with relevant account code and approval on the Postgraduate Travel Grant Form and submit with this application form.*

**Confirmation of sum sought from the Divisional Conference Leave fund: $**

(See end of document for eligibility)

*Please note that if approved, the Conference Leave funding will be paid as a travel grant into the student’s bank account. The student should then book and pay for their own travel arrangements. If there is additional financial assistance from another source (e.g. funding from a supervisor or external grants), this should also be paid out as a travel grant from that relevant account via the Department holding the funds.*

**Signatures:**

**Applicant's signature Date**

**Comments and recommendation of Supervisor:**

**Supervisor name:**

**Supervisor’s signature Date**

**HOD's signature Date**

**For Divisional funding requests, scan and email the application to the Sciences Divisional Office (****science@otago.ac.nz****) along with the Postgraduate Travel Grant Form available on the** [**website**](https://www.otago.ac.nz/sciences/about)**.**

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| --- |
| **For Divisional Office Use Only**EFTS Split in eVision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Conference funds approved **$****Signature Date** |

**Please attach:**

1. Documentary evidence of your participation in the named conference
2. Quotes for airfares, accommodation and registration fees supporting the amount applied for.

**Eligibility for Sciences PhD candidates:**

* PhD students are eligible for up to $2,000 as a one-time allocation over the course of their programme (not per year) for assistance to present a paper/poster at a conference.
* It is preferred that the candidate present at a conference before submission of their thesis, however if the student has submitted a thesis which is still under examination, they may apply for funding to attend a conference that takes place within six months of the date of the first submission of the thesis.
* Funding is pro-rated based on EFTS split. For example, a student who is supervised 80% with Sciences and 20% with Humanities would only be eligible for 80% of the $2,000.