**APPLICATION INFORMATION FOR MAURICE AND PHYLLIS PAYKEL (MPPT) CONFERENCE TRAVEL FUNDING for UNIVERSITY OF OTAGO PhD and DClinDent STUDENTS**

Otago PhD students should not apply directly to MPPT for travel support but should apply using this internal process.

**Eligibility Rules:**

1. The student must be studying a **medical or health sciences discipline** but can be studying anywhere in the University.
2. The student must be presenting either orally or by poster and have their abstract accepted.
3. **The student shall be in their third or final year of study *at the time of application****.*
4. The student must be a New Zealand citizen and/or permanent resident.
5. A one-page report shall be submitted within 6 weeks of return from the conference as outlined below.
6. Retrospective applications will not be accepted.

**Priority**

1. Priority will be given to those presenting at their first overseas or international meeting.
2. Priority will also be given to those students who have already produced publications (particularly journal articles) from their PhDs.

**Guidelines**

1. Applications will be chosen by ballot of those who meet the eligibility and priority criteria.
2. **A maximum of $2,500 will be awarded per person, three awards, twice a year.**
3. An "international" conference should have an international audience and contributors. This may on occasion include conferences that are held in New Zealand. Conferences in Australia would be expected to attract at least some contributors from outside Australasia.
4. It is recognised that staff involved in Māori research may wish to use this funding for travel within New Zealand.
5. Visits to research institutions, doing courses, etc. whilst away must be funded from other sources.
6. Please fill out section 3d with care, as this will be used to judge the appropriateness of the proposed conference/ virtual conference.
7. Where abstracts have not yet been accepted at time of application, you may still apply but, if successful, funding will not be released until the abstract has been accepted for presentation.

**Application Dates**

The University will accept applications three times annually. Applicants will be advised of their result within two weeks of the closing date.

2024 Closing dates:

* March 28
* August 29

This application form can be downloaded from the web at:

[Https://www.otago.ac.nz/healthsciences/students/postgraduate/otago033835.html](https://www.otago.ac.nz/healthsciences/students/postgraduate/otago033835.html)

**APPLICATION FORM FOR MAURICE AND PHYLLIS PAYKEL CONFERENCE TRAVEL FUNDING for PhD and DClinDent STUDENTS**

**Application Form**

**1. NAME OF APPLICANT:**

 **Email:**

**Student ID:**

**Primary Department:**

**Primary Supervisor:**

**Title of thesis:**

**Have you attended an international conference or meeting before?**

**2. PARTICULARS OF MEETING YOU WISH TO ATTEND:**

1. Title of the conference:
2. Venue:
3. Conference dates:
4. Dates of leave requested:

**3. PURPOSE OF ATTENDANCE**

1. Abstract attached? Yes/No

(Highlight as appropriate)

1. Oral/poster accepted? Yes/No

Please highlight as appropriate AND attach copy of:

1. abstract(s) and

2. letter of confirmation of abstract acceptance

(or provide this as soon as it becomes available)

1. Please attach copies of any publications or conference proceedings that have already resulted from your *PhD study*. The front page of the article/chapter etc will suffice.
2. How will attendance at this conference benefit your research and your research group? (give details):

**4. COSTS**

|  |  |
| --- | --- |
| **Estimated costs of:** | **(in NZ$)** |
| Return travel |  |
| Registration |  |
| Accommodation |  |
| Insurance  |  |
| Other expenses  |  |
| Specify nature of other expenses: |
| **Total Required for trip** NZ$ |  |
| **TOTAL REQUESTED** NZ$(max is $2,500) |  |

**5. OTHER SOURCES OF FINANCIAL SUPPORT**

Have you applied to any other sources of funding for this conference? If so, please list with amounts already secured. Include Departmental/School/Divisional funding.

|  |  |  |
| --- | --- | --- |
| Funder | Funding agreed Y/NIf No give expected date of decision | Amount awarded |
|  |  |  |

**6. SUPERVISORS**

**HoD's and/or Supervisor’s Comments re suitability of this conference:**

Applicant’s Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**As PhD supervisor I fully support this application.**

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**As Head of Department I support this application.**

(Students from BMS, DSM, UOC, UOW, rest of University)

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**As Associate Dean Postgraduate/Research I support this application.**

(Students from Pharmacy, Dentistry, Physiotherapy)

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:

**Send an electronic copy of this application to Dr Manon Knapen by the closing date.**

**Email: healthsciences.research@otago.ac.nz**

**MAURICE AND PHYLLIS PAYKEL TRAVEL FUNDING CONFERENCE REPORT**

All applicants who receive funding to attend a conference, must provide a brief report (maximum one page) on the conference, their participation and the benefit to their PhD / DClinDent **within 6 weeks of their return**. This report should be emailed to the Health Sciences Divisional Office, c/o Dr Manon Knapen (healthsciences.research@otago.ac.nz).

**Name:**

**Conference title:**

**Conference dates:**

**Dates absent from the University:**

**Venue:**

**Title of your presentation(s)** (indicate whether oral/poster):

**Is an abstract to be published?** (If so in which Journal)

**Report** (e.g. was your presentation well received, was the purpose for attendance at the conference achieved, were any new collaborations initiated, was the conference of value)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_