

## R-22: Graduate Research Conference Presentation Grant

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### 1. Overview

The Graduate Research Conference Presentation Grant is designed to enhance the research experience of PhD and MPhil students in the Melbourne School of Design by providing financial support to present a research paper at a national or international conference. The scheme has two main purposes:

- a) to encourage graduate research students to present and publish their research, and
- b) to provide opportunities for graduate research students to meet their national and international academic peers.

### 2. Grant guidelines

#### 2.1 Eligibility

- a) Confirmed PhD candidates enrolled in the Melbourne School of Design, Faculty of Architecture Building and Planning, are eligible to apply for funds to support presentation of their research at one international AND one domestic conference during their candidature.
- b) MPhil students enrolled in the Melbourne School of Design are eligible to apply for funds to support presentation of their research at one domestic conference during their candidature.
- c) Applicants must be presenting a research paper at a reputable academic conference and should be the primary author of the work.
- d) Funding will not be awarded to present substantively the same paper at more than one conference.
- e) Applicants who have received prior funding, in any year, from this or any other Faculty graduate research grant scheme and who have not met the reporting conditions of the previous grant(s), will be ineligible for funding under this scheme.

Only one author per paper will be eligible to apply for funding to attend and present at the conference. Funding is not transferable.

Candidates in receipt of a PhD scholarship funded by an Australian Research Council (ARC) grant or similar large-scale external grant that includes funding for conferences will not be eligible for funding under this scheme. Supervisors are expected to cover conference presentation costs from project funds where allowable. Supervisors may make a case for funding on the candidate's behalf to the Assistant Dean (Graduate Research) (ADGR) if fieldwork costs are not allowable within the grant funding rules or if there has been a significant cut to available funding.

#### 2.2 Costs Covered by the Grant

Applicants may apply for the cost of return economy fares (air and/or land) by the most direct route to the conference location.

Where travel restrictions apply or the applicant is unable to travel for reasons outside their control e.g. health issues or carer responsibilities, an application may be made to support conference registration costs instead of travel fares, where online presentation is possible. An \$800 funding limit applies to conference registration costs (where eligible).

Applicants are asked to indicate the total amount of funding they are seeking and provide written quotes. Applicants are advised that they may not be awarded the full amount requested.

#### 2.3 Costs Not Covered by the Grant

Funding is not available under this scheme for attendance at courses, seminars or workshops, nor at non-academic conferences. Funds are not available for poster presentations.

In addition, the scheme does not fund accommodation, meals and incidental living expenses, airport departure taxes, visa fees, travel insurance or other costs.

### 3. Procedures

#### 3.1 Submission of Applications

There are two application rounds per year. Applicants must submit their request via the online application form by the date advertised along with all required supporting documentation. In exceptional circumstances, out of round applications may be considered.

Applicants must attach the following to their application:

- an abstract of the paper to be presented
- information about the conference, conference organizers and evidence of the refereeing status of the conference (e.g. from conference website, call for papers, etc.)
- evidence that the paper has been accepted, if available (applications for papers not yet accepted for presentation will be considered, but evidence of acceptance must be provided before any funds will be released)
- written quotes for airfares or conference registration fees (if eligible, see 2.2), and
- DFAT advisories for all travel destinations outside of Australia (if attending in person not virtually).

Supervisors are required to write a supporting statement commenting on:

- the relevance of the conference to the applicant's research area
- the academic quality and reputation of the conference and how it will benefit the applicant, and
- whether the applicant is at an appropriate stage in their research to present their research to their peers.

#### 3.2 Assessment of Applications

Applications will be considered by a sub-committee of the Research Committee, chaired by the Assistant Dean (Graduate Research) or their nominee. Applications will be judged on the following criteria:

- the quality of the paper to be presented
- the refereeing status and significance of the conference
- the relevance of the conference theme to the applicant's thesis
- whether the candidate has made adequate progress in their research and are at an appropriate stage of their research to present their work, and
- the timing of the conference (preference will be given to PhD students in their final year of candidature; however, funding is unlikely to be awarded for conferences that fall within the final three months of candidature unless the candidate and their supervisor can ensure that writing the conference paper will not affect the thesis submission date)

The sub-committee will determine the amount to be awarded. The sub-committee reserves the right to seek further quotes for airfares and may decide to fund less than the amount requested.

#### 3.3 Payment and management of funds

Successful applicants will be advised how to access their funds in their letter of award.

Funds can only be spent on the activities described, in the candidate's funding application and/or award letter. Requests to vary the purpose of funding, e.g. presentation at a different conference, must be made via email to both the Assistant Dean (Graduate Research) and ABP Research support team, submitted at least four weeks prior to travel.

Funds must be spent within twelve months from the date of award. Should recipients be unable to give the planned conference presentation, they should notify the ABP Research Office as soon as possible. Recipients may be required to repay to the Faculty any unspent funds or funds spent on unapproved purposes.

#### 3.4 Reporting Requirements

All recipients of the Graduate Research Conference Presentation Grant must submit a report on their funded activities. The report template will be provided to successful applicants on award.

#### 4. Tools

Applicants should refer to the following related documents and resources:

UoM Guidelines for Graduate Research Study Away  
<https://gradresearch.unimelb.edu.au/being-a-candidate/study-away>

UoM Student Travel and Transport Policy (MPF1209)  
<https://policy.unimelb.edu.au/MPF1209>

UoM Guidelines for Travel and Off-Campus Work (includes risk assessment processes)  
<https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work>

UoM Travel Insurance  
<https://students.unimelb.edu.au/student-support/advice-and-help/insurance>

DFAT travel advisory website  
<http://www.smarttraveller.gov.au/>

#### 5. Responsibilities

**Applicants** – ensure applications are complete and submitted by the due date.

**Supervisors** – provide application supporting statements; undertake appropriate due diligence in approval of travel risk assessment form.

**Associate Dean (Research)** – has oversight of the Graduate Research Conference Presentation grants program and makes determination on matters where this policy is silent, reports to Faculty Executive on scheme outcomes and makes recommendation on refinements to policy.

**Assistant Dean (Graduate Research)** – has oversight of selection processes and chairs PhD Fieldwork Grants selection committee and reports to the Associate Dean (Research) matters for executive decision and suggestions for refinements to policy.

**Research support team** – ensures the appropriate implementation of the PhD Fieldwork Grants program, including establishing timelines, monitoring expenditure against budget and allocation of resources.

**Successful applicants** – purchase fares and arrange all payments; ensure funds are spent as outlined in application and/or submit requests for variations to funding to ABP Research Office; ensure compliance with all Faculty and University policies regarding travel on University business; ensure permission is sought from Academic Registrar for travel to any destinations flagged by DFAT as high risk; ensure leave to study away forms are submitted prior to travel; undertake field work risk assessment and management; submit reports to ABP Research Office upon return.

#### 6. Definitions

Key Term / Acronym	Definition
academic conference	one in which a community of academic scholars presents the results of research and scholarly work; the primary aim of an academic conference is to communicate the results of scholarly research to a community of academic peers; this does not include professional conferences, for example, those organised by industry groups, and aimed at an audience of professional practitioners.
national and international conference	determined by the location of the conference; conferences hosted by Australian organizations but that are held overseas are classified as international.



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variations to funding

Any changes to application details subsequent to funding being awarded, e.g. requests to transfer funding to attend an alternative conference to that indicated in the original application.

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