

# 2024 ENG&IT Conference Travel Grant application Form Preview

## General information and your privacy

Applications for the 2024 ENG&IT Conference Travel Grant can be submitted at any time of year up to the close date- **Thursday 5th December 2024**.

Please allow up to three weeks for processing once all required documentation has been received.

If you have any questions regarding the application process please contact:

Urna Tuladhar Scholarships & Enrichment Coordinator **engit-scholarships@unimelb.edu.au**

## Privacy Collection Notice

The collection of personal information by the University of Melbourne (University) is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2000 (Vic) (together, Privacy Laws). The University is also considered to be a data controller for the purposes of the EU General Data Protection Regulation 2016/679 (GDPR) in relation to the collection of personal information from individuals located in the European Union (EU), while conducting certain activities. The University is committed to protecting your privacy and processing your personal information fairly and lawfully in compliance with the Privacy Laws and the GDPR, as applicable.

The information on this form is being collected by the Faculty of Engineering & IT for the purposes of administering this scholarship, including selection, awarding and reporting requirements. The information you provide will be used by members of the scholarship selection committee and may be shared with the donors of the award. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law.

The University stores personal information in both electronic and paper based form and does not segregate or treat personal information differently based on your geographical location. The University takes all reasonable steps to ensure that the information we hold is accurate and complete, and that we implement and maintain appropriate technical and organisational security measures to protect personal information transmitted, stored or otherwise processed, from accidental or unlawful destruction, misuse, loss, alteration, unauthorised access or disclosure.

We will retain your personal information only for as long as required for the purpose it was collected and in accordance with our legislative obligations. This information is then securely destroyed in accordance with the [University's retention and disposal authority](#).

You may request access to, or correction of, information we hold about you, or exercise rights of access, rectification, erasure and other rights under the GDPR, at any time. Please refer to our [Privacy webpage](#) for information on how to contact us about privacy, how to lodge a complaint and for the contact details of the University's Privacy and Data Protection Officer.

# 2024 ENG&IT Conference Travel Grant application

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### About the grant

#### Introduction

The Faculty of Engineering and Information Technology (FEIT) provides funding to eligible Graduate Researchers enrolled in a higher degree by research in FEIT for conference travel to present their research during their candidature.

Applications can be submitted at any time of the year up to **Thursday 5 December 2024**

**For travel undertaken in 2024, eligible Graduate Researchers can access up to \$2,000.**

This grant can be accessed:

- for domestic or international travel\*\*
- multiple times until the full amount has been reached.

\*\*under exceptional circumstances, Graduate Researchers who are unable to present their research physically **may** be approved to present their research virtually.

#### **IMPORTANT! Please note:**

- If applying for a conference that was attended in 2023, you must submit your application by **31st March 2024; any applications submitted after this date will not be approved.**
- Upon approval, funds are paid in the next available university [pay cycle](#).

#### Eligibility Criteria

To be eligible for this grant, you must:

- be currently enrolled in a higher degree by research in FEIT
- be post-confirmation
- have a paper accepted for presentation at a conference
- not have completed more than 4 years FTE for PhD, or 2 years FTE for MPhil

**If you have questions about your eligibility, please email [engit-scholarships@unimelb.edu.au](mailto:engit-scholarships@unimelb.edu.au)**

#### Application Process

##### **1. Submit your application**

You will need to include the following:

- Conference and Travel details
- Budget breakdown of costs related to the travel and conference, including a justification of the budget with links to where prices were sourced  
*(you will need to attach relevant quotations, invoices or receipts for your requested expenses)*
- Evidence your paper has been accepted for presentation at a conference

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- Evidence of being approved for [Study Away](#). This is a University-wide requirement which Graduate Researchers must complete prior to travelling within Australia or overseas.

**If applying to present your paper virtually you must include a statement as to why you are unable to present in person. Your supervisor will also be required to provide a statement confirming their support of you presenting virtually.**

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### 2. Supervisor Support Statement

Within five working days of your application being received, eligible applications will be sent to respective supervisors to confirm their support for your travel to the nominated conference to present your research.

### 3. Outcome

Within ten working days of receiving your supervisor's statement of support you will be notified the outcome of your application.

**If any further review by the Assistant Dean, Research Training is required, an additional ten working days may be required to provide an outcome of your application.**

## Contact Details

\* indicates a required field

### Applicant Details

#### Student ID \*

Your UniMelb ID

#### Name \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Email \*

This is the address we will contact you through; your UniMelb address is preferred.

#### School \*

CBE - Chemical & Biomedical Engineering

CIS - Computing and Information Systems

EMI - Electrical, Mechanical and Infrastructure

#### Supervisor's Name: \*

Principal Supervisor preferred

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### Supervisor's Email Address \*

Must be an email address.

Once eligibility checks are completed, your supervisor will be sent a link to fill in their statement of support.

### Payment of funds

#### This payment is being made to: \*

- Applicant  Supervisor account

If payment is being made to you, it will be paid to the account displaying in your student portal. If the funds are to be transferred to your supervisor's account they will be able to fill in their account string in the Supervisor Support form.

### CIS students only

In addition to ENG&IT Conference Travel Grant of \$2,000, CIS provides a match amount of up to \$2,000. The \$2,000 CIS Match Amount can be accessed once you have received all of the ENG&IT Conference Grant funds. Please use this form even if you are only applying for the CIS Match Amount.

Eligible applicants can access both amounts at the same time if claiming for conference travel that exceeds \$2,000.

#### I confirm I am a CIS student and: \*

- I am applying for the ENG&IT Conference Travel Grant only (up to \$2,000)  
 I am applying for the ENG&IT Conference Travel Grant PLUS the CIS Match Amount (up to \$4,000)  
 I have already received the ENG&IT Conference Travel Grant and now applying for the CIS Match Amount (up to \$2,000)

### Previous Funding

\* indicates a required field

#### Have you previously received the ENG&IT (formerly MSE) Conference Travel Scholarship? \*

- Yes  No

#### Have you previously received Melbourne Abroad Travel Scholarship (MATS) funding? \*

- Yes  No

### Previous Funding Received

If you have previously received the ENG&IT (formerly MSE) Conference Travel Scholarship:

When did you receive this funding

If you have previously received the Melbourne Abroad Travel Scholarship (MATS) funding:

When did you receive this funding

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Must be a date.  
If actual date is unknown, approximate date is sufficient

Must be a date.  
If actual date is unknown, approximate date is sufficient

**How much funding was received?**

\$

Must be a dollar amount.  
If exact amount unsure, please enter an approximate figure

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\$

Must be a dollar amount.  
If exact amount unsure, please enter an approximate figure

## Travel and Conference Information

\* indicates a required field

### Conference Details

**Conference Title \***

**City \***

City where conference is located

**Country \***

Country where conference is located

**Travel Start Date \***

Must be a date.  
If attending virtually, please enter the conference start date

**Travel End Date \***

Must be a date.  
If attending virtually, please enter the conference end date

**Conference Website**

Please provide link to conference where you are presenting/ have presented

**Conference Start Date \***

Must be a date.

**Conference End Date \***

Must be a date.

**Type of Attendance \***

In Person  Virtual

\*under exceptional circumstances, Graduate Researchers who are unable to present their research physically may be approved to present at the conference virtually.

### Conference Attendance

**I confirm my paper was accepted and \***

- I will be presenting my research at the conference named above; OR  
 I presented my research at the conference named above and I am applying for this scholarship retrospectively

**Evidence your paper has been accepted for presentation at the conference mentioned above. (e.g. a confirmation email or letter from the conference organisers/selectors clearly stating your paper has been accepted for presentation) \***

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Attach a file:

Please ensure the document includes evidence that the conference organisers have accepted your paper and invited you to present your an accepted paper, not just an invitation to attend the conference.

## Virtual Attendance

In **exceptional circumstances**, a Graduate Researcher **may** be approved for funding to present at a conference virtually.

If you are applying for this scholarship to attend a conference virtually, you will need to provide:

- a brief statement outlining why you are not attending physically
- a brief statement from your supervisor supporting you presenting your research virtually at the conference.

If you meet all other criteria, your application will be reviewed by the Assistant Dean, Research Training (or nominee).

**Please provide a statement outlining why you are seeking to present at this conference virtually. \***

Some examples of exceptional circumstances include, visa reasons or other travel restrictions, caring responsibilities, illness preventing travel or a conference of significance is held virtually

## Study Away

Study Away refers to a period of time in which you are approved to travel for research-related activities, such as attending conferences away from the University. ***It is a University-wide process which Graduate Researchers must complete prior to travelling.***

**Note: you must be approved for study away before your departure.** You should apply well in advance to allow for any delays in the application process. Graduate researchers travelling to a high- risk destination which requires approval by the Academic Registrar, should submit their request for study away **at least two months prior** to the date of travel.

For more details about Study Away, please [click here](#)

**Evidence of being approved for Study Away. \***

Attach a file:

Upon being approved for Study Away you will receive a notification that your application for Study Away has been approved. Please upload this email or a screenshot of the email

## Budget

\* indicates a required field

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### Costs Associated with Conference Travel

Please itemise your budget in the table below outlining the costs related to the conference and travel.

**Expenses:** If any of the drop-down items listed under "**Expenses**" are not applicable, you do not need to select that item. If there are other expense not covered within the drop-down menu, please select "**Other**" and put in the details.

**Funding Source:** You may have expenses that are covered by more than one funding source. If this is the case please select the funding source that is covering the majority of the costs. You can provide further details in the section below.

Expenses	Details	Expenditure Amount	Funding Source
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

### Budget Totals

Total Expenses

\$

This number/amount is calculated.

Total Funding Requested \*

\$

Must be a dollar amount.

Ensure to check how much you are eligible for.

### Justification of Budget

Please attach invoices or receipts associated to the travel you are claiming funding for.

If applying for this grant prior to travel and invoices or receipts are not available at the time of applying, please upload evidence of where prices have been sourced.

### Evidence of Costs \*

Attach a file:

**You can use this space to add any additional information about your budget, if needed**

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### Declaration and Feedback

\* indicates a required field

#### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a moment to provide some feedback.

##### How did you hear about this grant? \*

- FEIT Scholarships page
- University of Melbourne scholarships page
- Supervisor
- School/Department
- FEIT social media channels
- Friends/ Other students
- FEIT GR Newsletter
- Other Faculty Newsletter

##### Please indicate how you found the online application process: \*

- Very easy     Easy     Neutral     Difficult     Very difficult

##### Please provide us with your suggestions about any improvements to the application process/form you think we need to consider.

**The Faculty of Engineering & IT aims to improve the student experience and we value your thoughts. Thinking about your experience, is there anything you'd like to suggest - not just in relation to scholarships - that could make your FEIT experience better?**

#### Student Declaration

**I declare that all information provided in this application is true and correct and I consent to this information being used for the purposes of administering this award.**

**I agree \***

Yes

No