



FACULTY OF BUSINESS GRANTS-IN-AID APPLICATION FORM FOR RESEARCH HIGHER DEGREE STUDENTS

Applications are considered year round

The Grants-in-Aid (GIA) Scheme administered by the Faculty of Business provides financial support for currently enrolled research higher degree students to present their research at an international conference (Conference GIA) or to undertake a period of overseas study as part of their research program (Study GIA). Eligibility criteria apply and candidates may receive only one GIA during their candidature.

To be eligible, applicants must have confirmed candidature prior to travelling and must be receiving additional funding support from the School or other sources. The scheme provides up to 70% of a return economy airfare component only. The scheme is very competitive, application does not guarantee funding. QUT staff are not eligible for funding support under the Grants-in-Aid (GIA) scheme.

Conference Grants-in-Aid provide financial assistance for research higher degree students to attend an overseas or interstate conference where they are presenting a paper as the principal author. A statement is required from the supervisor confirming that the paper being presented covers original, ongoing research, is largely the candidate's own work, reports recent findings and is directly related to the candidate's thesis topic. Applications will be judged solely on the quality of academic grounds cited in the documentation provided.

Study Grants-in-Aid provide financial assistance for research higher degree students to travel overseas for research-related purposes such as visiting international institutions, undertaking data collection, learning cutting-edge techniques, undertaking field trips or utilising specialist equipment not available at QUT. Applicants should indicate how this period of overseas study is an integral part of their overall research program, and how this will be reflected in the thesis submitted for examination. A research proposal must be submitted detailing the work to be carried out. A statement is required from the overseas sponsoring organisation confirming access to facilities and the availability of supervision.

Applications must include a statement of financial commitment. Schools or Centres are required to certify that they will provide appropriate funding to support the submission. Applicants must provide a recent official written quote for travel including \$AUD airport taxes and single insurance. Around-the-world tickets are acceptable, if proof is provided that it is a cheaper option than a return economy airfare to the same destination.

It is the applicant's responsibility to obtain approvals from the Principal Supervisor, the Head of School/Centre Director prior to submission. Incomplete applications will not be accepted.

Applicants are required to obtain 2 quotes on QUT comparable airfares. Applicants are requested to use QUT Travel Service Providers: Business Travel International, Campus Travel, and STA Travel located at Gardens Point Campus.

Higher Degree Research students (domestic and international) travelling overseas must obtain the approval of the Executive Dean prior to travel. Please note students are NOT to pre-pay their travel expenses.

Offers made to successful applicants remain valid for up to 9 months after the date of offer. Retrospective applications will not be considered under any circumstances.

Note:

Successful GIA international candidates are reminded that if they intend to be absent from the University to pursue research overseas, they should seek the authorisation of International Student Business Services. Advice must also be submitted to the Research Students Centre at least one month prior to travel, in the form of an "Application for Leave - Overseas Fieldwork" and "Assumption of Risk and Exclusion of Liability Agreement" form regardless of the duration of travel. A letter of support from the Principal Supervisor should be attached.

Domestic candidates are reminded that if they intend to be absent from the University for a period exceeding 2 weeks to pursue research overseas, they should seek the authorisation of the Research Degrees Committee. Application to study away must be submitted in writing to the Research Students Centre, at least one month prior to travel, on the "Overseas Fieldwork Leave" available from the Research Students Centre website. A letter of support from the Principal Supervisor should be attached.

FORMAT OF THE GRANT-IN-AID REPORT

Under the terms of the QUT Grant-in-Aid (GIA) award you are obligated to forward a report to the Research Degrees Committee (via the Research Support Office) within 4 weeks of your return on the outcome of your conference presentation or overseas field trip.

- A brief report of the value and relevance of your conference attendance written in a genre suitable for publishing. You may wish to include a photograph with the report. This will be returned to you at a later date (if it goes to publishing).
- Photocopied evidence of your travel (boarding pass/s)
- Some evidence (1-2 pages only) that you have attended the conference. For example, a list of the individual seminars attended with a short summary of key points. Documentary evidence of attendance is needed to meet our audit requirements and to judge the success or otherwise of the scheme and whether it should be continued in future years.

There is no form for the required GIA report – it is a 1 to 2 page report on the outcomes of your conference presentation or overseas field trip. In accordance with the rules governing the GIA, the Research Degrees Committee requests that recipients provide this brief report written in a genre suitable for publishing. This means that excerpts from your report may be selected by the Research Degrees Committee for University publicity purposes such as the Research Student Centre Newsletter or Website.

The brief report is normally in the form of an acknowledgement of thanks to the Research Degrees Committee for the award of the GIA, and, written in lay terms, what you thought were the main conference/field trip outcomes, the mention of leading names in your field who attended or you visited, and how your presentation and the feedback you received will make a significance difference to your research project.

Ensure that you include your name, student ID, date and the name of your School on the report.

Appended to your report you must also attach the following:

- Photocopied evidence of your travel such as boarding passes; and
- If you have presented at a conference evidence that you have maintained daily attendance at the conference and presented the paper for which you were awarded the GIA (usually a copy of the conference booklet or handout which indicates that you actually presented); or
- If you received a travel grant, evidence of the places you visited in your itinerary (usually a copy of an email from the scholars you visited providing you feedback from your visit).
- Email your report to the Research Support Office.

GRANTS-IN-AID APPLICATION FORM

PLEASE FORWARD COMPLETED APPLICATION TO:
 Research Support Office, Faculty of Business, Room Z736A, Level 7, Z Block
 Queensland University of Technology, GPO Box 2434, Brisbane Qld 4001

APPLICANT DETAILS										
QUT Student Number:										
Student Name:										
	Surname				Given Names					
Email:					Contact telephone number:					
School:					Mode of Study: Full-time		Part-time			
Course commencement date:					Confirmation of Candidature date:					
PhD students only	Have you successfully completed Confirmation of Candidature?				Yes		No			
Principal supervisor:										
Thesis title:										
Are you in full-time paid employment?							Yes		No	
Are you employed on a full-time or fractional basis at QUT? (Do not include part-time teaching)							Yes		No	
Previously awarded (details of date and amount granted)					Date	Amount				
CONFERENCE DETAILS (Please address the following questions and attach any supporting documentation as required)										
Name of Conference										
Date of Conference										
Location of Conference										
Please attach a copy of the advertising brochure or call for papers										
Are you the sole author of the paper?							Yes		No	
Are you a co-author or collaborator? (Please describe your contribution)							Yes		No	
Has your paper been submitted pending Confirmation?							Yes		No	
Has your paper been accepted? (Please attach confirmation of acceptance)							Yes		No	
Amount of funding required, including breakdown of actual/estimated costs for each item of expenditure. Attach quotes where appropriate.										
Item/s:					Cost \$					
					Total \$					
SIGNATURES (Please note that applications will be returned if they do not have all the required signatures)										
I agree to comply with the conditions of the Grant-in-Aid as advertised on the web and in my grant letter. Within two weeks of my return I will supply a one page summary for the Research Degrees Committee as to the benefits of the Grant-in-Aid.										
Student:					Date:					
I certify that this application has my endorsement. I certify that the information provided in this application is true and accurate, and that the work being presented at this conference by the application is a significant and integral part of the applicant's higher degree program.										
Principal Supervisor:					Date:					
I endorse this application on behalf of the School/Research Program and certify that the School/Research Program has agreed to make a financial contribution of \$ _____ to support this proposal.										
Head of School:					Date:					

Checklist of details/documents to be attached	
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<input type="checkbox"/>	An abstract or outline of your proposed Conference Paper.
<input type="checkbox"/>	A brief summary of research/study program to date with a list of relevant publications.
<input type="checkbox"/>	A half page statement explaining how participation in this conference will contribute to your research studies at QUT.
<input type="checkbox"/>	A budget with additional funding sources indicated.
<input type="checkbox"/>	An itinerary
<input type="checkbox"/>	Statement about authorship (if applicable)

TO BE COMPLETED BY RESEARCH SUPPORT OFFICE			
Date received:		Date to Director of Research:	
Amount requested: \$		Application falls within guidelines?	No Yes
If no, provide details			
Date student advised:		Date Finance & Resources advised:	
Noted on database:		Copy placed on student's file:	
TO BE COMPLETED BY CHAIR, G&AC (OR NOMINEE) OR SENIOR ADMINISTRATION OFFICER (RESEARCH)			
Amount approved: \$		Expenditure approved	No Yes
Additional justification/information required?		No	Yes
SIGNATURE			
Authorised by Director of Research or SAO (Research)		Date	