



Research & Research
Training Committee

Research Incentive - HDR Conference Travel

Applicants name:

Date:

Publication citation:

Name of co-author/s:

Name of supervisor/s:

Name of conference:

Type of conference:

Paper accepted:

Venue:

Research support required:

Start date of conference:

End date of conference:

Which area of the School's research themes does your research align to:

Business Education

Applied, Agricultural and
Environmental Economics

Business, Development
and Sustainability

Policy and
Governance

Name of target journal:

Journal ranking
ABDC/Scopus:

Journal ISSN:

FOR code/s:

SEO code/s:

Application checklist for supporting documentation to be attached with application:

Conference acceptance letter

Copy of full conference paper

Conference brochure/information

Support email from supervisor/s

Budget: please include total expenses for attending the conference. Please note for international conference applications, it is a personal responsibility for visa applications.

Budget items	Details	Amount
---------------------	----------------	---------------

Airfares

Accommodation

Registration fees

Meals

Other

Total

Other relevant information:

Application forms and supporting documentation to be emailed to jkelly@une.edu.au

Office Use Only

Checked and saved

Entered into spreadsheet

Sent to Chair for Consideration

Applicant notified of outcome

Notes:

Outcome:

Amount:

Signature of Chair: _____

Date Approved:

HDR Conference Funding Guidelines

HDR student conference travel support from the School is limited to a maximum of \$1,600 (for domestic and/ or international) for one conference only per candidate. Applicants must be supported by their supervisor, demonstrating the value to the student. Only post-confirmation HDR students are eligible to apply for conference travel support. Special cases involving full-time pre-confirmation HDR students must be made in writing to the R & R T Committee for determination. HDR students are eligible for conference funding on the basis that they submit a paper that is co-authored with an ERA-eligible academic staff member in the School.

- A Sub-Committee consisting of three members of the R & R T Committee will adjudge all applications for conference funding by HDR students.

- In order to be awarded conference funding, the applicant must meet all of the following criteria:

- 1.Applicants must prepare and submit a full and completed paper to the Secretary of the R & R T Committee with an eligible ABDC/Scopus target journal clearly indicated, together with the ranking of the journal, in the prescribed format of that journal, which is ready for immediate submission to the target journal in terms of layout, prose and all other relevant factors.

- 2.Applicants must provide full details of the conference in question, especially its standing. Only conferences of high standing will be approved. i.e. longstanding peer reviewed conferences with a reputation as a quality conference within the discipline or high quality peer reviewed conferences associated with a journal or academic association.

- 3.Applicants must submit the paper to the target journal within a month of its delivery and provide evidence of its submission to the R & R T Committee Secretary, or an extension sought from the Sub-Committee on the basis of a written explanation, with documentation.

- 4.Applicants must keep the R & R T Committee informed on the progress of papers in writing every three months.

- 5.Applicants who successfully secure conference funding and do not subsequently publish the paper in question will not be eligible for future conference funding until a paper has been published.

- 6.Students will be required to present their paper as a seminar to the School before receiving the funding.