

# HDR KEITH & DOROTHY MACKAY POSTGRADUATE RESEARCH TRAVELLING AWARD TERMS & CONDITIONS



## INTRODUCTION

The Keith and Dorothy Mackay Travelling Award provides research travel funds towards the following:

1. A short-term attachment to another Higher Education Institution; as approved by the University of New England, for no more than three months; and/or
2. Presenting research findings such as a paper, poster or abstract on their research, at an internationally recognised academic conference.
3. Sequential use of these funds is permitted. An application for sequential use of those funds is permitted i.e. attending a conference and then commencing a Short-Term Attachment (STA).

## DETAILS

- Awards are reviewed, assessed and granted by the Graduate Research Committee Scholarship Working Group.
- The committee reserves the right to offer full, partial or non-award;
- Up to a maximum of AU\$7,000 can be awarded for a short-term attachment; and/or
- A maximum of AU\$5,000 for attendance at an internationally recognised conference.
- Funding of retrospective travel activities will **not** be considered. All applications submitted must be in advance of travel.

## ELIGIBILITY CRITERIA

- The Keith & Dorothy Mackay Postgraduate Research Travelling Award will **not** fund fieldwork **or** data collection.
- Award applicants must currently be enrolled in a Higher Degree Research (HDR) course at the University of New England, and have not submitted their thesis.
- All travel, irrespective of type (Conference or STA) may only be completed if there is a minimum of six months of candidature remaining (FTE days) after the proposed travel dates irrespective of travel type (Conference or STA)
- The Keith & Dorothy Mackay Postgraduate Research Travelling Award will **not** be provided more than once **per student**.

## SELECTION CRITERIA

- Award selection is based on the capacity of the requested travel to enhance the student's research and research career.
- Applicants **must** provide proof of invitation and that there is an appropriate supervisor at the host institution if attending a short-term attachment and/or
- Provide official notification of the acceptance of their paper, poster or abstract at an international conference if attending a conference.

- A Supervisor's Statement of Support must be provided (see details below for further information)

## BUDGET

The Budget should clearly itemise the proposed costs for transport, accommodation, conference registration and other relevant travel expenditure. All costs will be justified through the submission of quotes with the application and bookings must comply with the UNE Travel Procedures. All HDR students have access to the clear and accessible, step-by-step travel approval information available on the Graduate School website for ease of reference:

Please note: should reimbursement be required for out of pocket expenses you **WILL** be required to provide receipts for these costs. There is no guarantee of reimbursement, this will be reviewed and assessed upon submission of receipts.

<https://www.une.edu.au/research/graduate-research-school/current-students/candidature-management/funding-and-travel-guidelines>

## SUPERVISOR STATEMENT OF SUPPORT

- This Supervisor Statement of Support must provide an overview of the students' progress and details on how the travel would benefit the student, their research and their research career. This statement must be no more than 500 words.

## ADDITIONAL CONDITIONS

- The funds from the Award **must** only be used for the purpose outlined in the Award application. Any requests to vary the funding must be made in writing to the Graduate Research School.
- Student's travel itinerary may include additional travel activities; however, these will **not** be covered by UNE Travel Insurance if they are not deemed to be study related.
- Each successful student shall submit to the Graduate Research School a one-page report outlining how the Keith and Dorothy Mackay Travelling Award enhanced their research and research outcomes, including an acquittal of how funds were spent. This report should be submitted via the AskUNE portal within six months of the student completing their travel.

## PAYMENT OF AWARD

If granted an Award, **the funding will be transferred from the Graduate Research School to the student's school managed Research Operating Account. The School will be responsible for completing the travel booking.**

## APPLICATION DATES

Application Rounds can be located on the Graduate Research School web page under [HDR Scholarships, Prizes and Awards](#) web page. Funding rounds are subject to change.

## SUBMITTING THE APPLICATION FORM AND SUPPORTING DOCUMENTATION

Please ensure that you complete all sections of the application form as per the instructions and provide all supporting documentation as requested above.

Submit your completed application electronically to the Graduate Research School via the AskUNE interface: <https://hdr.custhelp.com/>