



Adelaide Graduate Research School Travel Grant Rules

A special fund is set aside from the University of Adelaide Research Budget for the purpose of supporting research travel both in Australia and overseas

1. Eligibility

Applicants must:

- be enrolled in a higher degree by research at the University of Adelaide
- have completed the Major Review
- be able to show that research travel is essential for the pursuit of the research project, this may include travel to the partner university to undertake a joint PhD program, invitations to continue aspects of their research, conduct laboratory work, present at conferences, or take part in other related activities such as data collection, use specialist libraries, facilities, conduct interviews etc.

Applicants are ineligible if they:

- have not completed the Major Review
- have already completed the travel (no retrospective applications will be considered)
- are travelling to only attend (not present at) conferences or seminars
- are travelling to their home country, state or town
- have previously held an Adelaide Graduate Research School Travel Grant
- are in the last 6 months of candidature or in a period of extended candidature

2. Applications

Applications will be considered for travel from early August 2023.

Applications must be submitted via the online form. Incomplete applications will not be accepted. The prescribed application must provide:

- a detailed summary of the proposed research or activity to be undertaken
- reasons for the timing of the travel and why the travel is essential
- a detailed timeline of activities (where you are travelling to/from, your activities at each location etc)
- a detailed budget of expenses including airfares, other transport, accommodation, visas, meals and incidentals - quotes for travel and accommodation should be sourced from FCM Travel - <https://www.adelaide.edu.au/finance/procurement/travel/> (where FCM is not available for quotes mid-range web site quotes will be accepted)
- written confirmation from either the:
 - research institution, i.e. letter of invitation, enrolment summary, email correspondence; or
 - conference organiser, i.e. confirmation of presentation (oral/poster/abstract)
- a separate signed statement from their Principal Supervisor confirming the grounds on which travel is sought at the time requested



3. Scholarship value

- Up to a maximum of \$3,000 for overseas travel
- Up to a maximum of \$1,000 for interstate or intrastate travel

4. Requirements

- the successful applicant is required to make a separate application for Study Away. Applications are available from <https://www.adelaide.edu.au/graduate-research/current-students/managing-your-candidature>. **Payment will only be made once Study Away has been approved.**
- the applicant is responsible for initiating their travel arrangements and should first consult their Supervisor/School/Discipline for advice on booking flights, vaccinations etc.
- all travel is to be booked through the University's preferred provider – FCM Travel <https://www.adelaide.edu.au/finance/procurement/travel/>. **Travel that is not booked through FCM Travel is unable to be funded via this award.**
- the applicant must return to their program of research at the University of Adelaide at the end of the travel period.
- the applicant must provide a short report of their research travel activities to the Adelaide Graduate Research School (maximum one page) within one month of their return.

5. Information

- a limited number of Adelaide Graduate Research School Travel Grants will be awarded in each round. Applications will be assessed and awarded on a merit basis.
- the successful applicant will be awarded the approved amount via transfer to the faculty/discipline nominated cost centre and project code.
- incomplete applications at time of lodgement will not be considered (please refer to application form).
- it is an expectation that the applicant is seeking additional funding from other sources to supplement this travel award.
- the award will only be paid for the travel for which application was made.
- other travel funding opportunities are listed on <https://scholarships.adelaide.edu.au/> or promoted via the [AGRS website](#) and Twitter (@GradSchoolUofA).

Further enquiries

Please contact the Adelaide Graduate Research School:

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The University of Adelaide SA 5005

Email: graduate.research@adelaide.edu.au