



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 her/his 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 a Research Abroad or Research Travel Scholarship (for any program of study)
- are in the last 6 months of candidature or in a period of extended candidature

2. Applications

Applications will be considered for travel up to 30 September 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 the research institution or conference organiser (i.e., letter of invitation, confirmation of presentation, enrolment summary, email correspondence)



- information on any other awards or travel grants held
- a separate signed statement from their Principal Supervisor confirming the grounds on which travel is sought at the time requested as well as providing a project code for the funds to be transferred to and signed by the Head of School

3. Scholarship value

- Up to a maximum of \$2,500 for overseas travel
- Up to a maximum of \$1,000 for interstate or intrastate travel
- Other travel funding opportunities are listed on <https://scholarships.adelaide.edu.au/>

4. Other 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 into the project code provided by the Supervisor to support the travel expenditure, as appropriate.
- incomplete applications at time of lodgement will not be considered (please refer to application form)
- 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 School/Discipline for advice on booking flights, travel insurance, vaccinations etc.
- all travel is to be booked through the University's preferred provider – FCM Travel <https://www.adelaide.edu.au/finance/procurement/travel/>. **Please note that travel that is not booked through FCM Travel is unable to be funded via this award.**
- it is an expectation that the successful 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
- the applicant must undertake to return to their program of research at the University of Adelaide at the end of the travel period
- the applicant must provide a financial acquittal and a short report of their research travel activities to the Adelaide Graduate Research School (maximum one page) within one month of their return. This must be signed by the Principal Supervisor.

Further enquiries

Please contact the Adelaide Graduate Research School:

Level 10, Schulz Building

The University of Adelaide SA 5005

Email: graduate.research@adelaide.edu.au