



# Graduate Research Conference Assistance Scheme

## Application Form

Faculty of Arts  
Arts Research

### SECTION A

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**SURNAME:** \_\_\_\_\_ **GIVEN NAME (S):** \_\_\_\_\_  
**STUDENT ID:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**SUBURB:** \_\_\_\_\_ **POSTCODE:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_  
**DEGREE:** \_\_\_\_\_  
**SCHOOL:** \_\_\_\_\_  
**SUPERVISOR:** \_\_\_\_\_  
**TITLE OF CONFERENCE/SEMINAR:** \_\_\_\_\_  
**RESEARCH AREA OF CONFERENCE/SEMINAR:** \_\_\_\_\_  
**DATE/S:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_  
**AMOUNT REQUESTED FROM THE SCHEME:**

### SECTION B

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- A significant proportion of the papers to be presented at the conference will be written by postgraduate students
- The conference/seminar will enhance the academic life and experience of postgraduates in the Faculty of Arts
- The applicant is a currently enrolled postgraduate student of The University Of Melbourne
- The activity has postgraduate participants from other universities and/or institutions (Victorian, interstate or international)
- The event will be held no more than 12 months from the time the grant is awarded

**Amount (\$) contributed by School:**  **School THEMIS Account:**

**SIGNATURE OF HEAD OF SCHOOL:**

\_\_\_\_\_  
**SIGNATURE OF HOS** / /  
**DATE**

**SECTION C**

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**CHECKLIST OF REQUIRED INFORMATION/DOCUMENTATION**

***Make sure your application has clearly addressed these points before ticking the boxes:***

- The HOS has signed the front page of your application.
- School contribution has been entered into the box provided.
- School's THEMIS code has been provided (***failure to provide this code may result in delayed processing of your application***).
- A short endorsement of your activity written by your Head of School is attached.
- Formal written acceptance of your conference paper by conference organisers is attached (print-out of an email is sufficient) if applicable.
- The Budget Proforma and documentary evidence such as travel and accommodation quotes requested have been attached.
- A promotional plan and documentation has been attached
- A 600-word or less statement about the activity has been attached.
- Photocopy of the first page/s only of any other grant applications submitted to obtain financial support for this activity (e.g., MSGR, UMPA or other grant organization or funding body).

**SECTION D**

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**THESIS TITLE / RESEARCH TOPIC:**

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**EXPECTED COMPLETION DATE:**        /        /

**ENROLMENT STATUS:**  Full-time         Part-time

**SECTION E**

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**CONFERENCE ORGANISATION:**

How many postgraduate students were involved in the original development of this activity?

Please list the names, student numbers and Departments/Schools of other students directly involved in the organisation of this activity (if external to the University, please write 'external' in place of the student number and list department/institution):

<b>NAME</b>	<b>STUDENT NUMBER</b>	<b>DEPARTMENT/SCHOOL</b>

Are you planning to ask for student volunteers to help out at the event? YES or NO

If so, how many volunteers do you expect to need?

Please list the name/s of invited academic speakers, their institutional affiliation and if known, the title of their paper:

<b>NAME AND INSTITUTION/DEPARTMENT AFFILIATION</b>	<b>TITLE of PAPER</b>

**SECTION F**

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**SUMMARY OF CONFERENCE DETAILS (do not leave blank or write 'See Attached'):**

<b>NAME OF CONFERENCE OR SEMINAR</b>	
<b>VENUE and DATE</b>	
<b>INTENDED AUDIENCE and EXPECTED SIZE (# of anticipated participants, including presenters)</b>	
<b>DO YOU EXPECT TO PUBLISH THE PROCEEDINGS OR ANY OF THE PAPERS FROM THIS CONFERENCE/SEMINAR?</b>	(Publisher, title, type of publication and anticipated publication date)
<b>LANGUAGES – are any papers being presented in languages other than English? If so, please cite the languages involved.</b>	

**SECTION G**

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**CONFERENCE PLAN**

Attach a statement (single A4 page) detailing the conference objectives, proposed format, tentative schedule and address the following criteria:

**To qualify as a conference or seminar, the following criteria must be met:**

- Event should follow a conference format, e.g., the presentation of a series of papers with opportunity for questions
- Conferences or seminars should be held for one full day or longer

**To qualify for the grant, the following criteria must be met:**

- A significant proportion of the papers to be presented at the conference should be written by postgraduate students
- The conference/seminar should enhance the academic life and experience of postgraduates in the Faculty of Arts
- Conferences must have postgraduate participants from other universities and/or institutions (Victorian, interstate or international)
- Applicants must be currently enrolled postgraduate students at The University of Melbourne
- Events must be held no more than 12 months from the time the grant is awarded

**SECTION H**

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**ATTACH THE COMPLETED BUDGET PROFORMA and DOCUMENTARY EVIDENCE REQUIRED**

**OTHER SOURCES OF FUNDING:** List **all** sources of funding (including in-kind donations) or other types of support (e.g., accommodation assistance) you have received or have applied for in relation to this activity. **The amounts and details of source/s of funding (including personal funds) must be listed in the INCOME section of the CONFERENCE SCHEME Budget Proforma.**


**SECTION I**

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**YOUR PROMOTIONAL PLAN** (one A4 page plus sample promotional material, e.g., CFP (Call for Papers, flier etc).

In this section you will need to outline how you intend to promote and market this activity to your intended audience and in order to generate participation in the event.

**APPLICANT'S DECLARATION:**

**I hereby declare that all the information I have provided on this form is accurate and complete. I understand that there can be severe penalties for providing false or misleading information.**

**I have attached all the documentation required by the scheme.**

	/ /
<b>SIGNATURE OF APPLICANT</b>	<b>DATE</b>

**Your complete Application, Documentation and Budget Proforma should be submitted to:**

**Arts Student Centre, Old Arts, University of Melbourne**  
***(Attention: Student Support Officer, Arts Research)***