**1. Information**

The Faculty of Art and Design HDR Travel Grants are awarded on a competitive basis to support travel to a conference or other event (such as an exhibition, symposium or workshop) directly relating to the applicant's postgraduate research and at which the applicant is presenting work. The grants are intended to support the *presentation* of research (i.e., delivery of a paper/talk reporting the progress/outcomes of postgraduate study).

In exceptional circumstances fieldwork may be approved with written support of the supervisor and completion of relevant OHS paperwork. For further information: [https://www.ohs.unsw.edu.au/field-work](https://www.ohs.unsw.edu.au/field-work)

Art & Design student grants are administered through the Faculty Higher Degree Research Team (Associate Dean Research Training and Postgraduate Coordinators) through the provision of Faculty funding. The team assesses applications twice a year. Submission dates and online form are available on the Faculty of Art & Design website: [https://www.artdesign.unsw.edu.au/current-students/postgrad-research-candidature/student-travel-grant](https://www.artdesign.unsw.edu.au/current-students/postgrad-research-candidature/student-travel-grant)

**2. Travel Insurance**

A student attending an approved conference, participating in an exhibition or conducting research fieldwork will be considered to be travelling on University business, and covered by the University Travel Insurance policy. Students must check the University Travel policy and make sure it is appropriate for them. Students may need to consider obtaining additional cover. Students must refer to the travel insurance information prior to travel: [https://www.fin.unsw.edu.au/Insurance/Travel_Insurance.html](https://www.fin.unsw.edu.au/Insurance/Travel_Insurance.html)

A travel profile is to be set up and maintained for all University Travellers through either Serko or MyTrips.
### 3. Eligible Applicants

Postgraduate Research students currently enrolled in a research program at the Faculty of Art & Design are eligible to apply. Applicants must be enrolled at the time that they attend the conference/event. Normally the grant is awarded only once during candidature. Applicants must have completed a satisfactory Annual Progress Review at the time of applying. In any calendar year that a student is awarded a Postgraduate Research Student Support (PRSS) grant, they are ineligible to apply for the Faculty HDR Travel Grant. Applicants must provide written support from their supervisor.

### 4. Application Guidelines

- Applications must be submitted within 6 months of the conference/event date, or the commencement of fieldwork. If unsuccessful the first time, but otherwise meeting the conditions for the award of a grant, an application may be considered at the next consecutive meeting.
- Students may apply for conference travel funding before a conference paper acceptance is received. However funding will not be released without evidence of acceptance.
- Grants may be awarded retrospectively, provided the application is submitted in advance of the conference/research travel. In such cases students must travel at their own expense and if successful will be reimbursed the amount awarded to them.
- Applications must be completed via the online form.

### 5. Stipulations for Faculty of Art & Design HDR Travel Grants

- A maximum of $2,000 is funded per application.
- The funds are available for the purposes of travel (air/train/bus) and conference restitution only (accommodation costs are NOT supported).
- Funds may only be expended on items listed in the application.
- Surplus funds from projects completed under budget are the property of the Faculty.

### 6. Assessment Criteria

- Eligibility of applicant (see 3 above)
- Relevance of the event to the applicant's degree program.
- The status of the event and its related publications.
- The terms of your participation in the event, e.g. Keynote or invited speaker.
- Whether your requested budget is feasible or realistic.
- Overall benefit in relation to development and promotion of degree related research.
- Consideration may be given to the level of support previously provided to a candidate through the grant scheme. Normally a person will not receive more than a total of $2,000 throughout their candidature.
- In the case of fieldwork the applicant must establish the uniqueness presented by the opportunity and its criticality to their research.
6. Assessment Criteria cont.

The Faculty of Art & Design HDR Travel Grant is highly competitive. It is recommended that applicants develop a strong argument justifying their funding request, e.g., why their contribution to this event is significant to their research trajectory; what the benefits are of attending this particular event; why it is timely with regards to the candidate’s research; the status of the event/institution; and the value to the University (e.g., to promote the Faculty’s postgraduate research program in the discipline, raise the UNSW profile at the visited institution, etc.).

7. Requirements from applicants

- Applications must be submitted online at [https://www.artdesign.unsw.edu.au/node/2666](https://www.artdesign.unsw.edu.au/node/2666)
- The following supporting documents must be attached to your form:
  - Written support from supervisor
  - Travel quotes for all costs listed in the application
  - Evidence of invited participation/acceptance/submission
- The University recommends our preferred travel agents, STA Travel, Voyager Campus and Anywhere Travel. Applicants can submit competitive quotes from other travel agencies.
  [https://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/Overview.html](https://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/Overview.html)

8. Student Report/Paperwork

All successful applicants must produce a report and other relevant documentation (original receipts of travel) within three months of the grant being acquitted.

It is extremely important that candidates record all publications and exhibitions on the Faculty’s Research Output System (ROS). Candidates must record the details themselves on the website [https://ros.unsw.edu.au/default.html](https://ros.unsw.edu.au/default.html). There will be workshops running through the year, of which candidates will be reminded.