# PGR STUDENT TRAVEL GRANT

## Information for applicants

### 1. Information

The Faculty of Art and Design Student 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 (ie 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 Higher Degree Research Committee (HDRC) through the provision of faculty research funding. The HDRC 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 the approved conference or 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. The student must create and register a profile at the University’s SERKO system at: [https://unsw.serko.travel/Login/UNSW](https://unsw.serko.travel/Login/UNSW)

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/secure/unsw_allstaff/Insurance/Travel_Insurance.html](https://www.fin.unsw.edu.au/secure/unsw_allstaff/Insurance/Travel_Insurance.html)
3. Eligible Applicants

Postgraduate Research students enrolled in a research program at the Faculty of Art & Design. At the time of applying, PhD candidates are expected to have successfully completed their Confirmation of Candidature, Masters candidates are expected to have completed at least six months of their studies.

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. An abstract of the paper proposed must be provided with the application. 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 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 can not be 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

- Status of the Event
- Relevance of the event to the applicants degree program.
- The status of the event 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 Travel Grant is highly competitive. Applicants are highly recommended to 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 x, 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)
- Travel quotes and other supporting documents must be scanned and attached to the form.
- The University recommends our preferred travel agents, STA Travel and Voyager. Applicants can submit competitive quotes from other travel agencies.
- If you cannot pay for the travel up-front (and seek reimbursement later) you must use one of the preferred travel agents who can be paid directly by the Faculty.

STA Travel
Tel: 1300859923; Email: unswedu@branch.statravel.com.au

Voyager
Tel: 02 83543925; Email: unsw@voyagertravel.com.au

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 throughout the year which candidates will be reminded of.