COFA STUDENT TRAVEL GRANT INFORMATION

COFA Student Travel Grants are awarded on a competitive basis to support travel to present at a conference, or contribute work(s) and participate in an exhibition 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).

Limited funding will be considered for fieldwork, which will contribute to the student’s research. Fieldwork is considered to be the collecting of research data/information in a specified field through formal methodologies including participant observation, in-depth interviews and/or appropriate site-specific documentation. Fieldwork provides data/information not available through other forms of research (via libraries, museums and/or other archival sources) and often involves long term, emplaced residency. Artist residencies that support fieldwork defined by these criteria will be considered on a case-by-case basis by the Higher Degrees Committee for funding under this scheme.

Please see assessment criteria and recommendations for developing a competitive application below. *Note:* Students whose application departs from the above terms in any way are advised to contact the chair of the Higher Degree Committee prior to lodging an application.

The scheme supports the funding of travel for conferences, fieldwork that meets the above criteria and conference registration fees only. Accommodation costs are not supported.

COFA student grants are administered by the Higher Degree Committee (HDC) and the Associate Dean Research Unit through the provision of faculty research funding. The HDC assesses applications twice a year. Submission dates (and the interactive form) are available on the COFA web site at http://www.cofa.unsw.edu.au/research/information-for-students/

**TRAVEL INSURANCE**

A student attending the approved conference or participating in an exhibition or conducting research fieldwork, will be considered to be traveling 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://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/TravelManagementSystem.html

Students must check the University Travel policy and make sure it is appropriate for them. Students may need to consider obtaining additional cover.


Students conducting field research are required to lodge a Fieldwork Notification Plan, and, if pertinent, a Fieldwork Medical Questionnaire. For further information: http://www.cofa.unsw.edu.au/about-us/facilities/

**ELIGIBLE APPLICANTS**

Postgraduate students enrolled in a research program at the College of Fine Arts.

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.
### Requirements from Applicants

- 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.
- Retrospective awards may be granted, provided the application is submitted in advance of the conference/research travel.
- Completed applications must emailed to the HDC Executive Officer, Joanna Elliot pgresearch@cofa.unsw.edu.au

### Stipulations for COFA 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 cannot 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 College

### Assessment Criteria

- Status of the event;
- Relevance of the event or fieldwork to the applicant’s research;
- The status of the event or fieldwork related to 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 $3,000 throughout their candidature.

The COFA 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 COFA (e.g. to promote COFA’s postgraduate research program in x, etc.).

### Application Guidelines

- Applications must be submitted via email to the HDC executive officer, Joanna Elliot <j.elliot@unsw.edu.au>
- Travel quotes and other supporting documents must be scanned and embedded in the application document.
- The University recommends two 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 UNSW.

**STA Travel**
Tel: 1300 859 923; Email: unswedu@branch.statravel.com.au

**Voyager**
Tel: 02 8354 3925; Email: unsw@voyagertravel.com.au

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