

Conference Support

A. Small Conference Grants for Postgraduate Students

The School makes small grants to Master of Psychology, Masters by Research, PhD, and combined degree students to assist them in attending local or overseas conferences. Each student is eligible for support for one conference per year, where he or she is presenting a paper. Grants up to the following amounts are given on approval by the Head of School or by the Chair of the Research Programs Committee.

- Melbourne Conference maximum of \$100
- Australian Conference maximum of \$300
- Overseas Conference maximum of \$500

Part-time students are eligible for funding on a pro-rata basis. Research students who are based in hospitals and partner institutions are eligible for up to 50% of the amounts listed above.

Applications for conference grants must include documentation from the organiser acknowledging acceptance of a paper and confirmation of conference attendance.

To apply, the following forms need to be completed and submitted to the School Office:

Conference Grant Application:

<http://www.psych.unimelb.edu.au/resources/forms/conferencegrant.pdf>

Student Payment Request Form:

http://www.unimelb.edu.au/finops/resources/forms/pdf/Student_Payment_Request.pdf

Application for a Student Supplier form

http://www.unimelb.edu.au/finops/resources/forms/pdf/Student_Supplier.pdf

B. Special Conference Support Scheme for Research Students

The School believes that support to attend a major conference for research students who are close to completion of their degree is important to assist their career development.

The Special Conference Support Scheme gives research students (PhD, Masters by Research and Masters/PhD) who are close to completion of their degree the opportunity to attend a major (preferably international) conference to present their thesis work. The scheme is available to students who have shown evidence of a commitment to a research career as described in Item 6 below. The scheme will fund the conference registration fee and a substantial percentage of the airfare up to a maximum of \$2,500. Applicants must also apply for central University support under MATS or other award schemes available through the School of Graduate Studies. Success in obtaining central funding is not a requirement for obtaining support under the Special Conference Support Scheme.

Eligibility

The scheme is open to all enrolled PhD, Masters by Research and Masters/PhD students in the School, full-time and part-time, who wish to present their thesis work at a major conference. Applicants to the scheme are expected to combine their conference presentation with a visit to another institution. Students may apply to the Small and Special Conference Grants Schemes in the same year, but the maximum support available under both schemes is limited to \$2,500. Students who are based in hospitals and partner institutions are eligible for up to 50% of this amount.

Requirements

1. An application to the scheme can be made within the period 18 months prior to the submission of the thesis, or up to 6 months after submission of the thesis. Applications for funding made prior to submission must demonstrate that substantial progress has been made towards completion of the research component of the degree. Such applications will be taken as a statement that the student will submit the thesis within 18 months of the application date. A letter of support from the applicant's supervisor is required. If the application is made prior to thesis submission, the supervisor must verify in their letter of support that the estimated date of submission is reasonable.
2. The applicant must be first author on a conference presentation and the work presented must form a substantial part of the applicant's thesis.
3. Application for funding must be made at least one month prior to the conference date. Funding may be given conditional approval prior to acceptance of the proposed paper by the conference organiser.
4. The applicant must apply for support from the University under MATS or related schemes. Provision of funds under the Special Conference Support Scheme is not dependent upon successful granting of funds by the University. Copies of applications for support to the University must be included with the application.
5. The Research Programs Committee will supplement funds from the School and the University (if an application is successful) so that the conference registration fee, plus up to 75% of the airfare, are covered, up to a maximum contribution from the School of \$2,500. Applicants are expected to include a visit to one or more relevant research institutions as part of their trip.
6. Students must supply evidence of accomplishment, and serious commitment to career progress, at the time of application. This will take the form of both (a) one or more refereed research publications or manuscripts submitted for publication, and (b) one or more refereed conference abstracts on which the students was the presenting author.
7. Students must make a written application to the Research Programs Committee. The application must contain the location and dates of the conference and provide an itemised account of the total cost of the trip. The abstract of the conference presentation must be supplied, together with a brief statement of the relationship of the work to the applicant's thesis. Proof of acceptance is a requirement for receipt of funding. Applicants are also expected to explain why the designated conference is the meeting of choice, and to provide details of additional academic visits to be made during the trip. Academic visits will constitute a major part of the program. Such visits could include spending several days (or longer) with a laboratory group or an eminent researcher, or a formal research presentation to such a group. A single short meeting with a researcher will not by itself constitute a major part of the program. The student's program of academic visits should be included with the application, together with evidence of an invitation. As noted above, a letter of support from the applicant's supervisor must accompany the application, together with a letter or letters of support from the institution(s) to be visited. Applications should explain clearly how the particular conference and visit will lead to career development (e.g., a postdoctoral fellowship or a faculty position). The Research Programs Committee will favour applications to attend major international conferences where interviews for postdoctoral or academic employment are formally or informally a recognised part of the meeting (e.g., the Psychonomics Annual Meeting), and will also favour applications in which the proposed laboratory visits are likely to lead to increased employment prospects. Applicants should submit their curriculum vitae with their application to assist the Committee in the selection process.
8. Support will be determined on a competitive basis, with preference being given to applications in which there is a strong track record of academic achievement during the applicant's higher degree candidature. This will include:

- Significant progress toward completion of the research component of the degree.
 - Evidence of research productivity, as indicated by refereed journal articles and book chapters
 - Conference presentations, invited talks, or external research funds gained.
 - Awards or prizes for excellence in research.
 - A written invitation to visit a researcher or laboratory at the time of the conference.
 - A detailed account of how the visit is likely to enhance the research career of the applicant.
9. Funding decisions will be made four times a year, with deadline dates of the third Friday in the months of February, May, August and November. Two copies of the application, addressed to the Chair of the Research Programs Committee, should be submitted to the Research Programs Officer, David Castle, in the School of Behavioural Science Administration Office on the 12th floor of the Redmond Barry Building.
 10. A 500-word report on the trip must be submitted to the School within 28 days of return. This report will be published on the School website. The report should focus on how the visit contributed in a direct way to the student's research and career prospects. The student is also required to give a brief public presentation at an appropriate departmental forum (e.g., Postgraduate Student Colloquium).
 11. Only one visit per student will be funded under this scheme.

Students should contact the Research Programs Officer for more information.