

# Conference Travel Grants (CTG) Process

**No. 3.2.05**

Version: 1.02

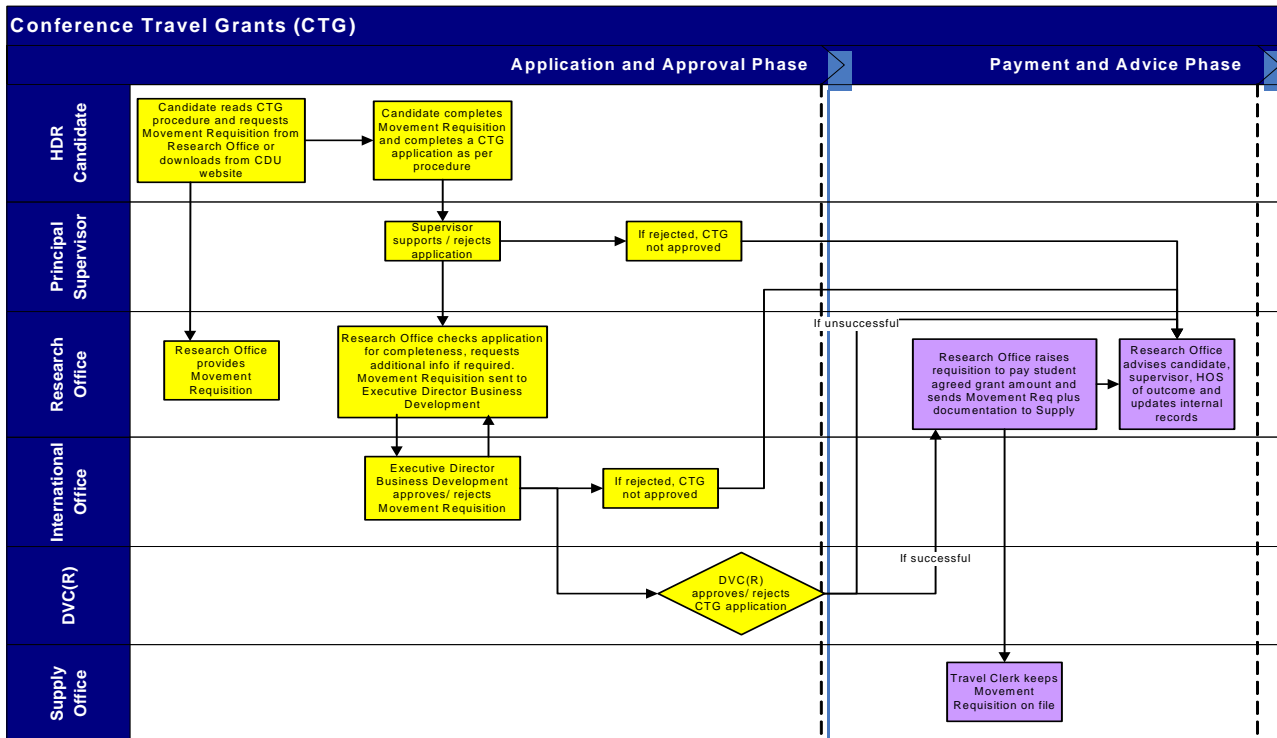
Approved: Academic Board

Date: 20th May 2005

Administered: Governance

Next Review: May 2008

<b>Intent:</b>	<b>Attributes:</b>
<p>The purpose of the Conference Travel Grant (CTG) is to provide research candidates assistance to attend a conference and present their work during their candidature.</p>	<p>Essential features of the process involve:</p> <ul style="list-style-type: none"> <li>A grant of up to \$1000 for travel and registration fees (not accommodation) will be made available on a competitive basis to eligible candidates upon submission of a budget and documentary evidence.</li> <li>Candidates must have had acceptance of a paper or poster presentation for delivery at a conference.</li> </ul> <p>The grant is open to Masters by Research, Professional Doctorate (in the research component of the course, which must be HECS liable, and 50% of the grant comes from the Faculty) and Doctor of Philosophy candidates who satisfy the following criteria:</p> <ul style="list-style-type: none"> <li>Acceptance of a paper or poster presentation for delivery at a conference. Those applicants having been invited to deliver a paper will receive priority;</li> <li>Be enrolled and have completed at least one (1) year of their candidature. Furthermore, candidates must be enrolled in the respective course at the time of the conference;</li> <li>In the case of joint papers only one grant will be provided;</li> <li>Tenured University staff are not eligible to apply.</li> </ul>



Process Step 

Decision Step 

<b>Phase I</b>		
<b>Application and Approval Phase</b>		
Process Step	Summary of Process	Responsibility
Candidate requests Movement Requisition	Candidate reads CTG process and requests a Movement Requisition form from Research Office or downloads from CDU website <a href="http://www.cdu.edu.au/fas/attachments/4425.1_Movement_Reg_for_Official_Travel.pdf">http://www.cdu.edu.au/fas/attachments/4425.1_Movement_Reg_for_Official_Travel.pdf</a>	Candidate
Research Office provides Movement Requisition	Research Office provides candidate with Movement Requisition via mail, email or provides website address.	Research Office
Candidate completes both Movement Requisition and CTG application	Candidate completes both the <b>Movement Requisition</b> and a <b>CTG application</b> as per the procedure. The CTG application must include: <ul style="list-style-type: none"> <li>• documentation from conference organisers indicating the acceptance of an abstract or paper and proof that the paper is being presented at conference</li> <li>• abstract of paper</li> <li>• budget (travel and registration)</li> <li>• supervisor &amp; faculty support</li> <li>• details on conference (eg brochure)</li> </ul> Where the conference is abroad the Movement Requisition and CTG application should include a copy of the relevant <b>Travel Advisory</b> from Department of Foreign Affairs and Trade <a href="http://www.smarttraveller.gov.au/">http://www.smarttraveller.gov.au/</a>	Candidate
Supervisor supports/rejects application	Supervisor supports/rejects application <b>If rejected, CTG is not approved</b>	Supervisor
Research Office checks application and sends Movement Requisitions to Executive Director Business Development	Research Office checks the application for completeness and requests additional information if required. Research Office sends Movement Requisitions to Executive Director Business Development	Research Office
Executive Director Business Development approves/rejects Movement Requisition	Executive Director Business Development approves/rejects Movement Requisition <b>If rejected, CTG is not approved</b>	Executive Director Business Development
DVC(R) approves/rejects CTG application	DVC(R) approves/rejects CTG application	DVC(R)

<b>Phase II</b>		
<b>Payment and Advice Phase</b>		
Process Step	Summary of Process	Responsibility
<b>If successful:</b>		
Research Office raises requisition to pay CTG and sends Movement Requisition to Supply	Research Office raises a requisition to pay the student the agreed conference travel grant amount. RDSO also sends Movement Requisition plus documentation to Supply	Research Office
Travel Officer keeps Movement Requisition on file	Travel Officer keeps Movement Requisition on file	Travel Officer
Research Office advises candidate, supervisor, HOS of outcome and updates records	Research Office advises candidate, supervisor, HOS of the outcome and updates internal records	Research Office
<b>If unsuccessful:</b>		
Research Office advises candidate, supervisor, HOS of outcome and updates records	Research Office advises candidate, supervisor, HOS of the outcome and updates internal records	Research Office

Note: Candidates may be eligible for a second grant if a DEST category research publication (paper in refereed Conference Proceedings or refereed Journal paper or chapter in an Edited Book) resulted from a previous Conference Travel Grant. If applying for a second grant, candidates must also include a copy of the published research paper that resulted from their first Conference Grant and/or evidence of acceptance for publication as well as the original abstract submitted at the time of application for the first grant.

### Document History and Version Control Record

<b>Version</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Brief Description</b>
1.00	20 May 2005	Academic Board	Original process posted to web
1.01	03 Nov 2006	Manager, Governance	Update the link for 'Request for Travel' form
1.02	15 May 2007	Manager, Research Office	Update web links