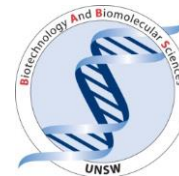


**School of Biotechnology and Biomolecular Sciences**  
**BABS PG Travel Fund Guidelines & Application form**  
**Support Scheme for Postgraduate Student Attendance at Conferences**

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### **Background**

The School of Biotechnology and Biomolecular Sciences is committed to excellence in research and to providing a quality experience for its postgraduate students. Attendance at a major scientific conference is an important part of scientific education and also a valuable opportunity to identify potential postdoctoral opportunities. BABS will promote such attendance by providing required funding, in part, for one conference. As limited funds are available, and to ensure that the student best represents the school and gains maximum benefit, support is not guaranteed. The following guidelines and criteria have been developed to support students wishing to present at a conference of international repute, in an appropriate field.

### **Objectives**

The BABS Travel Scheme is a School-funded initiative to provide eligible postgraduate research students with the opportunity to present their research at local or international conferences.

- **Eligible candidates are able to apply for a maximum of \$1,500 to present at an *international conference*; OR a maximum of \$750 to present at a *domestic conference* – only once during their enrolment.**

### **Eligibility**

The following enrolled postgraduate research students are eligible to apply for funds from the BABS Travel Fund Scheme:

- PhD candidates enrolled in programs 1036, 1410 or 1440, provided candidature is on track for completion within eight full-time semesters or part-time equivalent.
- Masters by Research candidates enrolled in programs 2036, 2460, or 2490, provided candidature is on track for completion within four full-time semesters or part-time equivalent.
- Master of Philosophy students enrolled in program 2475 in MICR, BIOC, or BIOT, provided candidature is on track for completion within three full-time semesters or part-time equivalent.

Applications will only be considered if the student is currently enrolled (not on leave) and their annual progress review forms are up to date. Candidates cannot apply for funds to attend a conference that is being held while they are on leave or which takes place after they have submitted their thesis. Candidates can only receive this funding once (BABS will support funding for students to attend one conference only).

Applicants must be travelling to attend a prominent conference, and must be presenting an oral, paper or poster presentation/exhibition on their research work.

Candidates may apply for funds to support costs for conferences that they have already attended provided all eligibility rules are met and they can provide the required documentation – but are encouraged to plan ahead.

### **Funding**

Funding may be used to support conference expenses including registration, air-fares or travel expenses, accommodation and living expenses. Eligible candidates may apply for a maximum amount of \$1,500 for international travel and \$750 for local travel. Applicants will not automatically receive these maximum amounts. The amount awarded will depend on the total cost of travel and the total of matching funding provided by other sources (either via own funding, another travel scholarship, or supervisor funding). The School will match funding provided by other sources (up to the maximum amounts).

## Instructions

- Applications should be submitted two months prior to travel
- BABS will notify all applicants of the result via their UNSW student email address (e.g. z1234567@student.unsw.edu.au)

## Travel Booking Process

All postgraduate research candidates travelling on UNSW business/conference need to follow the [UNSW Travel Policy](#) and [Procedures](#) when booking their travel.

Notes:

1. The [UNSW Finance website](#) has some useful links and information about travelling.
2. **Check traveller health and safety requirements for destination:** When there is concern about the safety of a traveller's destination, UNSW may curtail, suspend or prohibit travel. Certain regions require Risk Management Unit notification/approval, including Indonesia and the Middle East. Postgraduate research students must check the [Australian Government Travel Advisory and Consular Assistance Service website](#) for the latest travel advice before requesting international travel. Destinations noted by Smart Traveller as "Reconsider your need to Travel" or "Do Not Travel" cannot be travelled to without the permission of the Head of School. If this permission is obtained, all UNSW students travelling to any such countries or regions must contact the UNSW Risk Management Unit (x51414) prior to departure to obtain further instructions and to supply travel details.
3. **Apply for official approval to travel:** If travel is booked outside the Serko system, students still need to enter the trip details into Serko. When in Serko see Quick Reference Guide called "Booking made outside Serko Online".

## Reimbursement/payment of Travel Funds

Funds for successful applicants will be paid once they return from the conference. Students need to complete an [ER1 Expense Reimbursement Form](#) and provide the following to the BABS PG Administrator, in the BABS School Office: confirmation of acceptance of their paper/poster or presentation; proof of attendance; and original travel receipts **within two weeks** of the end of the conference.

## Travel Insurance

If candidates have followed all appropriate procedures they are considered to be travelling on University business. They are therefore covered by UNSW's travel insurance policy. See the [UNSW Finance website](#) for further information.

Candidates should check the details of this policy and ensure it is appropriate for them. They may need to consider obtaining additional cover if they wish.

Any enquiries regarding the Adrian Lee Travel Scholarship should be directed to the BABS Postgraduate Administrator, in the BABS School Office:

**Email:** [babs-pg@unsw.edu.au](mailto:babs-pg@unsw.edu.au)

**Phone:** +61 2 9385 2029

**Fax:** +61 2 9385 1483

# BABS Postgraduate Travel Fund Application Form

(complete all yellow boxes)

Name of Student:		SID:	
Conference Name/Title:			
Conference location:	International: <input type="checkbox"/> Local: <input type="checkbox"/> (note: you can only apply for this once regardless of the amount you receive) City: _____ Country: _____		
Conference Date/s:			
Date Departing:		Presenting: (tick box below): <input type="checkbox"/> oral presentation <input type="checkbox"/> paper <input type="checkbox"/> poster	Status of oral, paper or poster presentation: <input type="checkbox"/> accepted <input type="checkbox"/> submitted <input type="checkbox"/> yet to be submitted
Date Returning:			
Title of Paper:			
Please provide a budget for the proposed trip below (best estimate of expenses**):			
Conference registration –	\$		
Airfares/Travel –	\$		
Accommodation –	\$		
Other (detail) –	\$		
Total –	\$		
Contributions breakdown:			
Student –	\$		
Supervisor –	\$		
PRSS –	\$		
Other (specify) –	\$		
Requested School contribution –	\$		
Provide a brief statement describing the conference, its importance in your field and the benefits to your candidature (list expected outcomes/how will attendance help your research?):          			
Signed (Supervisor)		Date:	
Signed (Student)		Date:	
** If actual costs (e.g. accommodation or air fares) are less than the amount approved, an appropriate adjustment will be made.			
Submit to the BABS School Office (ATTN: BABS PG Administrator) in person or via email to <a href="mailto:babs-pg@unsw.edu.au" style="color: blue;">babs-pg@unsw.edu.au</a>			
<b>School Office Use Only</b>			
Recommendation: Approved:  YES / NO	If yes, Amount:  _____	Postgraduate Coordinator's Signature:	Date: