



School of Biotechnology and Biomolecular Sciences

Adrian Lee Travel Scholarship

Guidelines & Application Form

Background

The School of Biotechnology and Biomolecular Sciences is committed to excellence in research and to providing a quality experience for its postgraduate students. The Adrian Lee Travel Scholarship is aimed at encouraging travel involving study, learning new techniques or collaborative work (or discussing opportunities for potential collaboration) with universities, other labs or research institutions either nationally or internationally.

The value of the scholarship is \$10,000 maximum, payable in one lump sum. The scholarship can be used for travel, reagents or project costs, accommodation and other related travel costs. The scholarship is not able to be used to attend a conference (as there are other types of funding available for this purpose such as the BABS Travel Fund). Applicants must be undertaking full-time study in a BABS PhD program. 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 travelling for these purposes.

Objectives

The Adrian Lee Travel Scholarship is a School-funded initiative to provide eligible postgraduate research students with the opportunity to undertake study, learn new techniques, collaborate or explore opportunities for collaboration with other labs, universities or research institutions.

Eligibility

The following enrolled postgraduate research students are eligible to apply for the Adrian Lee Travel Scholarship:

- PhD candidates enrolled in programs 1036, 1410 or 1440
- The travel must be completed prior to the end of the third year of the full-time PhD program
- The travel must be taken in the year of award
- Applicants must have the approval of their supervisor when submitting their application
- 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 travel while they are on leave or which takes place in their fourth year or after they have submitted their thesis
- Eligible candidates can only receive this funding once

Eligible candidates can apply for a maximum of \$10,000. Candidates may apply for funds to support costs for travel to collaborate, learn new techniques or study they are currently undertaking provided all eligibility rules are met and they can provide the required documentation – but are encouraged to plan ahead.

Deadline

The application deadline (to babs-pg@unsw.edu.au) for 2018 is **Friday 30 March 2018**. Applications will be reviewed and students will be notified if they have been successful by email (in their student email account). The travel will need to be undertaken and funds claimed before the end of 2018.

Funding

Funding may be used to support travel/study expenses including air fares or transport expenses, accommodation, reagents or project costs and living expenses. The value of the scholarship is \$10,000 maximum, payable in one lump sum. Applicants will not automatically receive the maximum amount. The amount awarded will depend on the total cost, duration of travel and the value of the study/collaboration/learning opportunity to the student's work and the BABS School.

Instructions

- Applications should be submitted by 30 March 2018 to babs-pg@unsw.edu.au
- 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 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 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 documentation (normally a copy of the travel invoice/receipts and a letter of invitation or confirmation from the lab/university/research institution). Students will also need to complete an [ER1 Expense Reimbursement Form](#) and provide this to the BABS Postgraduate Administrator in the BABS School Office. It is recommended that all travel documentation are submitted in one claim for the Adrian Lee Travel Scholarship.

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

Phone: +61 2 9385 2029

Fax: +61 2 9385 1483

Adrian Lee Travel Scholarship Application Form

(complete all yellow boxes)

Name of Student:		SID:	
Purpose of Scholarship	<input type="checkbox"/> Study <input type="checkbox"/> Learning new techniques <input type="checkbox"/> Collaborative work <input type="checkbox"/> Exploring opportunities for collaboration <input type="checkbox"/> Other (please specify) _____		
Location of lab/university/ research institution	City: _____ Country: _____		
Name of the lab, university or other research institution you will be visiting			
Date Departing:			
Date Returning:			

Please provide a budget for the proposed trip below (best estimate of expenses):**

Airfares/Travel –	\$	
Accommodation –	\$	
Reagents or project costs (if applicable) –	\$	
Other (detail) –	\$	
Total –	\$	

Contributions breakdown:

Requested School contribution –	\$	
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Please attach the following documents to support the application form:

1. A Project Plan or a brief statement describing how you intend to use the scholarship, its importance in your field and the benefits to your candidature (list expected outcomes/how will this help your research?) – *max. 2 pages.*
2. A detailed justification of budget – *max. 1 page.*
3. Statement of support from your supervisor
4. A letter from the lab, university or research institution you will be visiting

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 Postgraduate Administrator)
in person or via email to babs-pg@unsw.edu.au**

School Office Use Only

Recommendation: Approved:	If yes, Amount:	Postgraduate Coordinator's Signature:	Date:
YES / NO	_____		