

**2019 CONFERENCE TRAVEL GRANTS FOR EARLY CAREER RESEARCHERS**

To assist you with preparing your travel grant application, this template provides the fields you will find in the online form. **APPLICATIONS MUST BE COMPLETED ONLINE**

**APPLICATION TEMPLATE**

1. **APPLICANT DETAILS**

|  |  |
| --- | --- |
| Staff ID: |  |
| Title: |  |
| First name: |  |
| Last name: |  |
| Contact number: |  |
| Email address: |  |
| School or Discipline: |  |
| Faculty: |  |
| Supervisor name: |  |
| When were you awarded your PhD\*?  \*To be eligible for this award it must be on or after 31 December 2009 or adjusted for any career disruptions as per below |  |
| Please outline any career disruptions, greater than 28 calendar days, that may have interrupted your capacity to work due to:   * pregnancy * major illness/injury * carer responsibilities |  |
| Have you received or applied for dedicated funding to attend this specific conference? If yes, please state who through and how much. |  |
| Do you intend to apply for carers support? | Y/N |

1. **CONFERENCE DETAILS & ABSTRACT**

|  |  |
| --- | --- |
| Conference name: |  |
| Country and location: |  |
| Conference dates: |  |
| Abstract title: |  |
| Presentation type: | Poster / Oral presentation / Invited lecture or presentation |
| Has your abstract been accepted? | Yes / No |
| Are you the first or last author\*?  \*You must be either the first or last author to be eligible for this award. | Yes / No |
| Name(s) of co-author(s), if any: |  |
| Please provide a brief lay summary of your abstract (150 words) |  |
| Please outline your abstract’s relevance to cancer research (150 words) |  |

1. **ABSTRACT**

Please attach a copy of the submitted abstract as a PDF.

Please attach evidence of abstract submission as a PDF (for example, an email), OR evidence of abstract acceptance (PDF), OR evidence of your invitation to present.

1. **EVIDENCE OF WHY FUNDING IS NEEDED**

Outline the need and proposed use of the funding sought. Include all relevant information, together with details of any other funding you have already obtained (or are likely to obtain) for the activity that is the focus of this application. *Maximum 200 words.*

**CARERS’ SUPPORT** - You may apply for additional funding of up to $500 for costs of care to attend the conference. Briefly explain how you will use the support (100 words). Care costs will need to be included in with your funds request as a separate line item (amount requested, budget and quotes/receipts).

1. **FUNDS REQUESTED IN THIS APPLICATION** (Whole Australian Dollars only)
   * 1. Amount of funding requested (maximum $2,500)

|  |
| --- |
| $ |

* + 1. Please **attach evidence of quotes obtained for this activity or receipts of expenditure to date.**

For example - screen shots of flight bookings, accommodation bookings, transport quotes or receipts, registration receipt.

All quotes must be presented together in one single pdf document

* + 1. **Budget outline.** List ALL costs to attend the conference. This total may exceed the maximum funding available ($2,500).
* Conference registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Economy flights \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Accommodation \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Visa (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Poster preparation \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Care costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **TRACK RECORD**

Please briefly describe your contribution to cancer research at the University of Sydney (relative to opportunity). Maximum 150 words

Please briefly outline your track record relative to opportunity; list details of any significant prizes, seminars, conference presentations/posters, publications (state whether published, in press or submitted only) and internal reports that have resulted from research career. Include any circumstances that may affect your track record and associated productivity. *Maximum 500 words.*

1. **LETTER OF SUPPORT**

Please attach a one-page letter of support for your attendance from your supervisor. The letter of support should address, for example, the quality of the conference, benefits for the presenter and importance for their career.

1. **CERTIFICATION BY APPLICANT**

I certify that:

* all the details in this application are true and correct
* I am currently an employee of the University of Sydney or an affiliated medical research institute or hospital
* I am a member of the University of Sydney Cancer Research Network
* I have limited or no financial support allocated to attend the conference
* I have provided sufficient evidence of all costs as described in the application guidelines
* all sections of the application form have been completed