

**Murdoch University**  
**School of Engineering and Information Technology**  
**Travel Grant Scheme**

The School of Engineering and Information Technology has allocated funds to support and encourage the participation of academic staff of all levels in national and international scientific conferences.

The scheme supports conference travel with up to **\$2500 for overseas conferences** or **up to \$1000 for conferences within Australia**. Support through this scheme is limited to a **maximum of \$2500 for each staff member in any two-year period** (i.e., no more than 1 overseas or 2 domestic conferences). Attendance at any conference can only be supported by one SEIT/Murdoch grant scheme (e.g., travel that is partially funded through the SEIT Small Grant Scheme, the New Staff Start-up Grant Scheme or other school internal grants cannot be in addition supported by the Travel Grant Scheme. Co-funding through external funds and your personal maintenance account is possible).

This scheme is open to all currently employed (remunerated) staff, with at least one year remaining on their contract. Post-graduate and other students are not eligible to apply for travel funding through this scheme.

The Travel Grant scheme will be administered by the SEIT Research Committee.

Travel is funded for **active participation** in the conference, usually in the form of a scientific (oral or poster) presentation. Selection criteria include: the international reputation of the conference, dissemination of recent research, and/or if attendance is of particular importance for the career development of the applicant and/or the progress of the presented project.

Applicants should submit their applications in electronic form to Mrs Rosie Price, through the school email address [SEIT@murdoch.edu.au](mailto:SEIT@murdoch.edu.au). Applications may be submitted at any time but will be reviewed only at three-monthly intervals. Therefore decisions on applications may take up to three months. **Please indicate if your application requires a faster decision.**

Applications must be made using this form with font size no less than 12, **not exceeding 2 pages**. Hand printed submissions are also ok.

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**Applicant (name / discipline / staff number):**

**Conference name / location and additional information:** (such as organising professional association for larger professional meetings, scientific committee or organiser for smaller meetings)

**Presentation:** Indicate type of presentation and whether it covers material that has been or will be published within the next 12 months in peer-reviewed journals (provide specific details). If you are not presenting a talk/poster, a detailed justification for attendance is required.

**Estimated travel expenses:** (give *brief* details, e.g. flight information, hotel name, dates, etc)

Have you received travel funding through any Murdoch/SEIT grant schemes in the last 24 months? If so, indicate scheme name, award date and amount received.

**Importance of conference attendance for career development and/or project and/or non-availability of other funding sources:** Use this field to provide reasons why attendance of this conference is of particular relevance, beyond the usual dissemination of recent or current work. You can also indicate that/if the travel grant scheme is the only available funding source for the planned travel and why other funding sources are not available.

**Other comments** (e.g. urgent decision required, etc)

**Date/signature :**