

CONFERENCE SUPPORT SCHEME

The Environmental Futures Research Institute (EFRI) understands the importance of establishing and developing external relationships, collaborative opportunities and promoting our research at conferences and similar events. The Conference Support Scheme offers financial support to members when representing the Institute at national or international conferences, workshops or symposiums.

This scheme is offered to **Full members, Associate members** and **Higher Degree by Research (HDR) student members**. Individuals from other member categories may be considered on a case by case basis.

AWARD:

- EFRI will provide **matching funds up to \$500.00**

REQUIREMENTS:

- Applicant must be participating in the conference as either presenting author of an oral paper or coordinator of a symposium/workshop;
- Applicant must provide letter or email including evidence abstract has been accepted and also identifying the applicant as a speaker or coordinator;
- Applicant must provide evidence of expenses of entire trip (travel, accommodation, registration, other expenses etc);
- Applicant must list EFRI as their primary academic address (evidence required); and
- Applicant must complete a Vendor Form if payment is to a personal bank account and their details are currently not in the Griffith finance system.

RESTRICTIONS:

- The amount awarded is at the discretion of the EFRI; and
- A maximum of one (1) successful application per member per calendar year is permitted.

AVAILABILITY:

- The Conference Support Scheme is offered to eligible members throughout each calendar year subject to funding availability; and
- There is no set closing date for this scheme; members can submit applications at any time.

1. Applicant Details

Name _____

Staff / Student No.: _____

Phone (ext. or mobile): _____

EFRI Member Status Full Associate HDR Student Other _____

If HDR student, list name of supervisor: _____

2. Conference Details

Title: _____

Location: _____

Date: _____

Details of Conference Participation e.g. Paper title and authors, Symposium/Workshop title, etc

3. Costs

Registration fee	\$
Accommodation Costs	\$
Travel Costs	\$
Other Costs (please detail)	
Total Costs	\$
<hr/>	
<i>EFRI contribution requested</i>	\$
<i>Matching Funds from:</i>	\$
Speedtype:	
Class:	

4. Payment Details

Please transfer funds to: Please note we can no longer transfer funds between Griffith accounts but can cost to actual expenditure

GU Account details: Speedtype: _____ Class: _____

Personal Bank Account: If payment to a personal bank account is required please complete a Vendor Form (if not previously submitted).

5. Applicant Signature

ATTACHMENTS REQUIRED (CHECKLIST):

- Complete copy of submitted abstract
- Letter or email including evidence abstract has been accepted and also identifying the applicant as a speaker or coordinator
- Provide evidence of costings (flights, accommodation, registration, other expenses etc)

I, _____, confirm that matching funds are available to pay the balance, and that all of the conditions of this application have been satisfied.

Signed: _____ Date: _____

6. Completed Application Forms

Please forward approved forms and attachments to:

<ul style="list-style-type: none"> • By Post PRIVATE & CONFIDENTIAL Administration Officer Environmental Futures Research Institute Griffith University - Nathan Kessels Road Nathan, QLD 4111	<ul style="list-style-type: none"> • By Email d.riseley@griffith.edu.au c.perry@griffith.edu.au <ul style="list-style-type: none"> • In Person Environmental Futures Research Institute Nathan campus N78_2.11 Gold Coast campus G24 3.18
--	---

7. - OFFICE USE ONLY -

APPLICATION RECEIVED

Date: _____ Time: _____ Signature: _____

APPROVAL

Approved by Director or Deputy Director, EFRI \$ _____

Signed: _____ Date: _____

PROCESSED

Payment Request Number: _____ OR Financial Consultant: _____