

CONFERENCE SUPPORT SCHEME

The Australian Centre for Human Evolution (ARCHE) 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 Centre at national or international conferences, workshops or symposiums.

This scheme is offered to core members, affiliate members and Higher Degree by Research (HDR) candidate members. Individuals from other member categories may be considered on a case-by-case basis.

AWARD

- ARCHE will provide matching funds up to \$500.00

ELIGIBILITY

- Applicant must be participating in the conference as either a presenting author of an oral paper or coordinator of a symposium/workshop.
- Applicant must provide letter or email including evidence abstract has been accepted which identifies 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 ARCHE as their primary academic address (evidence required); and
- Applicant must complete a Vendor Form if payment is to be made to a personal bank account and their details are currently not in the Griffith finance system. Griffith Finance will contact the payee directly for this once the application has been approved.

RESTRICTIONS

- The amount awarded is at the discretion of ARCHE; and
- A maximum of one (1) successful applicant 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 Number	
Contact Phone Number	
ARCHE Member Type	
If HDR candidate, list name of supervisor and maximum completion date	

2. Conference Details

Title	
Location	
Date	
Details of Conference Participation <i>IE: Paper title and authors, symposium/workshop title, etc</i>	

3. Costs

Conference Registration Fee	\$
Accommodation Costs	\$
Travel Costs	\$
Other Costs (please detail)	\$
Total Cost	\$
ARCHE Contribution Requested	\$
Matching Funds from:	\$
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. Alternatively, we can offset travel by the approved amount on a case-by-case basis.

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).*

- Account Name
- Account Number
- BSB

5. Applicant Signature

ATTACHMENTS REQUIRED (CHECKLIST):

Complete copy of submitted abstract

Letter or email including evidence abstract has been accepted and identifies 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.

Signature	
Date	

6. Completed Applicant Forms

Please email completed form and attachments to ARCHE@griffith.edu.au

7. ~ OFFICE USE ONLY ~**APPLICATION RECEIVED**

Signature	
Date	

APPROVAL

Approved by ARCHE Director	\$
Signature	
Date	