

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 **Full Members** who are **Early Career Researchers (ECR)** or **Higher Degree by Research (HDR) student members**. To be considered an ECR, you must have completed your PhD within the last 5 years. HDR student members must be enrolled in a HDR program at the University, have a member or associate of the Centre/Institute as their principal or associate supervisor, and be undertaking a research project which is aligned with the Research program of the Centre.

Individuals from other member categories may be considered on a case by case basis.

AWARD: - ARCHE will provide funding of up to \$750.00 for national conferences and up to \$2,000 for international conferences.

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 be attending the conference in person;
- Applicant must list ARCHE as their primary academic address (evidence required).

RESTRICTIONS:

- The amount awarded is at the discretion of ARCHE; and
- A maximum of one (1) national and one (1) international conference will be funded per individual.

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): _____

ARCHE Member Status ECR HDR Student Other _____

If HDR student, list name of supervisor and maximum completion date:

_____ Date: _____

Have you previously received funding through this scheme:

YES – International

Yes – National

No

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	\$
<i>ARCHE contribution requested</i>	\$
<i>Balance to be paid 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. 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).

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

I, _____, confirm that sufficient 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 Email <p>j.papas@griffith.edu.au</p>	<ul style="list-style-type: none"> • In Person <p>Australian Research Centre for Human Evolution Nathan campus N55_-1.17</p>
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7. - OFFICE USE ONLY -

APPLICATION RECEIVED

Date: _____ Initials: _____

APPROVAL

Approved by Director or Deputy Director, ARCHE \$ _____

Signed: _____ Date: _____