

* Postgraduate Research Students may receive only one award for Conference Funding from the Training & Awards Committee during the course of their degree programme.
* Priority will be given to presentations at major conferences with an international audience.
* Awards of up to £400 are available for travel within the UK and EU, and applicants may be eligible for an award of up to £750 for international travel.
* There is an expectation that students will apply for /obtain matched funding from other sources (external bodies, supervisor/School funds).
* The Training & Awards Committee will not consider any application which is incomplete and will reject it.
* Applications must include details of any previous conference(s) attended including the source of funding, location and duration. Retrospective applications will not be considered.
1. **Have you attended a conference before? Yes/No**

If yes was this: National (UK)/International

1. **Have you presented at a conference before? Yes/No**
2. **Have you previously received funding for conference attendance? Yes/No**

**Conference Application Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Registration date | **Year of Study** |  | **Degree** |  | **PT/FT** |  |
| Name in full |  |
| **Email address** |  |
| **Supervisor** |  |
| **School** |  |
| **Student ID**  |  |
| **Contact Address** |  |
| **Conference Title** |  |
| **Organising society or professional body** |  |
| **Dates** |  |
| **Location** |  |
| **Title of presentation** |  |
| **Oral or poster presentation** |  |
| **Why is this conference important for your career development? (no more than 150 words)** |
| **Have you applied for any other source of funding – if yes, when will you know the outcome of the additional funding request?** |
| **What is the amount of funding which you have received/applied for from an additional source?**  |
| **You are required to provide the Training & Awards Committee (TAAC) with an update on additional funding applications from other sources prior to the date of the TAAC meeting at which your application is to be considered.** |

**COSTS:**

|  |  |
| --- | --- |
| **Cost of Registration**  |  |
| **Does cost of registration include accommodation?** |  |
| **Cost of travel:(provide a quote from the travel company for the least expensive acceptable form of travel).** |  |
| **Cost of accommodation:****(provide a quote)** |  |
| **Additional expenses** (please specify in detail): |  |
| **Total amount of funding requested:** |  |

|  |
| --- |
| **Statement of Support from Principal Supervisor** |
|  |
| **Supervisor:** please confirm if any other sources of funding are available eg. research council**Yes/No** |
| **Supervisor Signature:** | **Date:** |
| **PRINT NAME:** |

|  |  |
| --- | --- |
| **Applicant Signature:** | **Date** |
| **PRINT NAME:** |

**NEXT STEPS….**

* It is a condition of the award that a short report (no more than 250 words) must be submitted to the MVLS Graduate School within one month of the conference.
* Send in your expenses and report together within two months of the event.
* The use of Air BnB accommodation bookings is prohibited on all bookings. It is the responsibility of students to ensure they comply with this policy. Airbnb is prohibited as the University has a duty of care to students (& staff – same prohibition applies) - it is unregulated and may not meet safety standards, it does not offer 24-hour assistance to travellers in the event of cancellation or emergency and some funders do not allow the use of Airbnb.

**Now…read and sign the eligibility criteria and guidelines**

**Eligibility and Guidelines for Conference Support Award**

1. Applicants MUST be a registered PGR student. All applicants must be based within the College of MVLS.
2. Students will only be awarded one award during their period of study.
3. All conference trips must be made within 6 months of the date of the award.
4. The Award awarded MUST be used for the same conference for which it was intended. If awardees are unable to travel to the intended conference for which they received the award due to travel/visa restrictions, the award cannot be automatically switched to another conference. If a student finds that they are unable to travel to the original conference for which they applied, and wish to attend another, they MUST make a separate application which will be considered by the Training and Awards Committee.
5. You are advised that all travel on behalf of the University is normally on economy class basis only.

6. The University has developed a new travel solution, in partnership with Selective Travel, to simplify the University’s current travel booking process.

 **What is the University Travel Hub?**

 The new Travel Hub not only enables self-booking for University flight, accommodation, and rail travel, but also has the advantage of instant booking confirmations and eliminating the need to raise a Purchase Order.

 **Who is the University Travel Hub for?**

The Travel Hub is for travellers to book their travel directly (colleagues and PGR students). If you prefer to self-book travel, the Hub is very intuitive and easy to use, like Expedia or other travel search engines! You will find a range of online support and FAQs in the Travel Hub.

**Contact & Support Resources**

 A range of training and online resources have been developed to ensure all colleagues feel confident and supported as they begin to use the Hub. User guides, FAQs and videos are all easily accessed via the [University Travel Hub](https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/)

 If you have any initial questions, please contact the Project Team by email: golivetravelhelp@glasgow.ac.uk

1. The cost of meeting an expense should normally be met either by (a) the department in question arranging to pay directly for the expense on behalf of the student, usually by Purchasing Card, where this can be achieved within the rules for the use of Purchasing Cards which are available from the Purchasing Office or (b) the individual meeting the expense personally and subsequently seeking reimbursement from the University. Post Doctoral researchers should complete the Staff Expenses Form and return this to the Graduate School with receipts included. Please note that students cannot seek expenses via the Staff Expenses Claim Form. Students should return receipts to the Graduate School before being reimbursed via cheque. Cheques can normally be issued by the Finance Office within 10 working days.
2. The University will reimburse the actual travel and associated costs incurred during a business journey. Employees and students are expected to minimise costs without impairing the efficiency of the University and to avoid the University incurring any unnecessary expense. Reimbursement will be made providing the claim is supported by receipts (where receipts can be reasonably expected to be supplied).
3. An expenses claim must relate to costs incurred during travelling on university business including any necessary accommodation, subsistence and entertaining costs arising. Expense claims should include any Value Added Tax (VAT) that has been incurred.
4. Where expenses have been incurred in a foreign currency, the £'s sterling figure should be established by converting the foreign currency to a £'s sterling equivalent figure based on the exchange rate ruling at the date the expense was incurred and the rate noted on the expense claim form.
5. Expense claims submitted without supporting receipts (where receipts could reasonably be expected to have been provided) may be deemed 'round sum allowances’, and will therefore be subject to employment taxation (for members of staff only).
6. Submitting a false claim, or an attempt to submit one, will be treated as gross misconduct under the University's disciplinary procedures and may lead to dismissal from employment with the University.
7. Advice on health and safety issues can be obtained from the “Travelling overseas on University business” document which is available on the Insurance and Risk department of the Finance Office.
8. It is essential that travel insurance is arranged **before** departing the UK to insure you against injury and your belongings against damage and theft. You must inform the insurance section of the Finance Office of your intended trip and make them aware of pre-existing medical conditions prior to travelling as this information **must** be disclosed to the insurers. This can be done via the online form for travel insurance cover.

Please consult the insurance section of the Finance Office for clarification on the procedure for taking out University insurance.

1. The online form for activating the University’s travel cover can be accessed at <https://www.gla.ac.uk/myglasgow/insurance/> Please complete this form at least seven days prior to departure. **Please note that staff and postgraduate students who do not submit the online form from the Finance Office will not be covered by the University’s Travel Policy**

The policy will cover staff and postgraduate students whilst on a journey either outside the UK; or within UK (but only if it involves air travel or an overnight stay).

You must advise the insurance section of the Finance Office should the dates of your travel subsequently change from those originally provided.

1. If an employee/student still wishes to travel to an area that the Foreign Office advises against visiting, then he/she must obtain authority to undertake the journey from the Dean/Secretary of Court. A risk assessment must be undertaken before any decision is made. If the trip is duly authorised, then the individual should contact the Insurance Section to determine if special travel insurance is required as such a journey may not be covered by the existing group travel policy.

###### Please sign and date before submitting your application

**I have read and understood the eligibility and guidelines for the Conference Support Award**

**Signature: Date:**

Send this form with supporting documentation confirming that your presentation has been included in the conference programme to mvls-gradschool@glasgow.ac.uk.