

GUIDELINES & APPLICATION FORM

**FoS Research Fellow Society Travel Grant**

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GUIDELINES

Application Submission Date

Applications are accepted until 10th November 2022, or until funding runs out. Funding received from this grant needs to be invoiced **BEFORE 30th November 2022** with earlier invoicing encouraged. Please only apply if this invoice deadline is realistic with respect to your travel.

Purpose

The purpose of the FoS Research Fellow Society travel grant is to provide Research Fellows and Senior Research Fellows the opportunity to disseminate their research at major international conferences or to attend a domestic conference. The fund will provide up to $500 for costs associated with participation at domestic/international conferences.

Process for Allocation of Funding

* One application per PI is allowed per year.
* A maximum of $500 is available per applicant.
* A sub-committee of the Faculty of Science Research Fellow Society executive committee will assess the proposals against the criteria below.

The funds need to be spent by 30th November 2022.

Criteria

The sub-committee will favour applications that can demonstrate a high likelihood of:

* scientific merit of the abstract
* specific benefits to the applicant associated with participation at the conference
* limited financial assistance for participation at conference

Who can apply

* Fixed term academic staff appointed as a Research Fellow or Senior Research Fellow in the Faculty of Science.
* If there is any uncertainty about a PI’s eligibility to apply to this fund the sub-committee will decide.

Operational

* The funds have to be spent by 30th November 2022, there are no extensions.

Please enclose with your application

* A copy of the conference registration form

Application Form

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| **Full name:** |  | **Staff ID number:** |  |
| **UPI:** |  | **Email:** |  |
| **Contract end date:** |  |
| **Phone number:** |  | **School:** |  |

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| **Title and abstract of presentation including author names (1/2 page maximum):** |
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| **Conference meeting details (including name and dates of conference):** |
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| **Details of participation (poster presentation, talk, chair session, etc..):** |
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| **Travel budget:** |
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| **Other funding:** |
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| **All applications must be submitted to**  **fos-res-fellows@auckland.ac.nz** |
| **For advice on this fund, please contact**  **fos-res-fellows@auckland.ac.nz** |