

The Postgraduate Research, **Conference and Travel Grant**

Terms and Conditions

Each postgraduate research student, full-time or part-time, can apply in the period of their time as a research student at DCU, for the Postgraduate Research **Conference and Travel Grant**. The scheme is administered by the Graduate Studies Office (GSO), based in the McNulty Building.

There is a cap of €500 per student over the period of their registration as a research student. Grant awards in any given year are dependent on resources being available and the GSO is free to amend the Terms and Conditions of this scheme at any point.

There are 2 types of application in the **Conference and Travel Grant** scheme, linked to the location and purpose of the application, with separate funding levels:

- Type 1: Application to go to a conference, or travel to use research facilities outside of Ireland/Northern Ireland (capped at €500, but could be €250 if a student has previously been awarded a type 2 grant).
- Type 2: Application to go towards travel and other costs associated with presenting a paper at an international conference being held in Ireland/Northern Ireland (capped at €250).

As it involves international travel, a Type 1 grant is only expected to be a contribution towards the overall expenses. If the amount being claimed is less than €500, the balance cannot be claimed at another time as only one Type 1 application can be made. It is not necessary to provide receipts or detailed evidence of costs to the GSO for a Type 1 application.

With a Type 2 application, students should provide evidence that they have been accepted to present a paper at an international conference being held in Ireland/Northern Ireland and evidence of conference/travel costs.

Eligibility

- The student must be a registered research student at the time of submitting the application form.
- The conference/visit to use research facilities must be taking place within the current academic year of registration and must happen and be applied for before the student has submitted their final hardbound thesis.
- Applications must have supervisor support.
- Original or electronic signatures are required on the application form (not typed signatures).
- The grant cannot exceed the cap of €500 applied to each student.
- Only one application can be made, unless applying firstly for the Type 2 grant.

- Costs associated with modes of dissemination other than conference presentation, such as publishing costs, are strictly excluded from the scheme.
- Travel costs associated with fieldwork do not come under this scheme.
- Students who previously availed of the €500 Postgraduate Research Travel Grant are not eligible to apply for this grant.
- DCU **staff** members who are also registered as research students are eligible to avail of this grant where there is no travel funding available at local level.

How to Apply

Complete the following:

- **Application Form** (with original/electronic signatures) **and**
- if you are not currently in receipt of a monthly scholarship payment a **bank details form** or email jonny.hobson@dcu.ie with your BIC and IBAN number
- if you are not currently in receipt of a monthly scholarship payment a **bank statement which shows your current address** (transactions can be redacted)

Also:

- for a Type 2 application, evidence that you will be presenting to an international conference in Ireland and evidence of conference/travel costs

Email completed paperwork to jonny.hobson@dcu.ie

Payment

Students in receipt of a monthly scholarship payment will receive the conference and travel grant payment at the end of the month, on the same day as their scholarship payment – it will appear as a separate payment. If the application form is submitted after the 13th of the month, the travel grant payment will not appear until the following month.

Students not in receipt of a monthly scholarship payment will have their payment processed separately by Accounts Payable as part of the weekly Finance Office pay run. (Application form to be submitted by Monday evening for inclusion in that week's pay run).

For more information, contact:

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