

The Postgraduate Research Conference Presentation Grant

Purpose

The purpose of this grant is to provide some funding to doctoral students to present their doctoral research at national or international fora. The grant is primarily intended for presenting at a conference. The two other activities that may be funded are Summer Schools or a visit to a relevant research lab. Regardless of which activity is funded, it is expected that the student is presenting a paper/poster and that a paper will eventually be submitted for publication. This will provide an important opportunity for dissemination of research, learning about relevant research in the domain and networking for early career researchers. Acknowledgement of DCU as a part-funder is required in the conference paper and in any subsequent publication.¹

Overview

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 Presentation Grant. The scheme is processed by the Graduate Studies Office (GSO) and the budget is held by Research Support Services.

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.

Given limited resources for processing this fund, students can make a *maximum* of two applications up to a total value of €500. For example, application 1 for conference 1 might be for the value of €200; application 2 for conference 2 might be for €250. In this case, a third application for €50 will not be permitted.

Academic conferences in Ireland or internationally qualify for funding although if the conference is taking place in Dublin, only registration costs can be applied for. The applicant **must** be presenting a paper or a poster at the conference. A supervisor signature on the application form will be taken as confirmation of this. Given limited funds, 'attendance only' will **not** be supported via this grant.

Applications will be considered on a first come, first served basis. Students in receipt of *external* scholarships with dedicated funds for travel must use these funds first. This will allow funds to be allocated to those who do not have such dedicated travel funding. The funding runs from September in one year to August of the next (the academic year). If the fund is exhausted before the end of this period, it may not be possible to approve applications. Retrospective applications within the same academic year are possible, retrospective applications for *previous* academic years are not permitted.

¹ Please note that any publications arising from PhD work carried out at DCU is required to have the DCU affiliation listed, even if the paper is published after submission and examination of the thesis.

Students are strongly advised to use the most sustainable means of transport as is feasible to travel to and from the conference.

Terms and Conditions

- The student must be a registered research student for the year in which the conference is happening.
- The conference must take place and be applied for before the student has submitted their final hardbound thesis.
- Applications must have supervisor endorsement.
- 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 two applications can be made, up to a maximum amount of €500, during the student's registration.
- Costs associated with modes of dissemination other than conference presentation, such as publishing costs, are strictly excluded under 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 the Conference Presentation 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.
- Registration costs for *online* conference presentation are permitted.

As guidance, eligible costs include:

- Registration costs (ideally early bird)
- Membership costs (if required/recommended for conference participation/lower conference fees)
- Travel to/from the conference location, ideally with the most sustainable transport options
- Accommodation costs for the duration of the conference and one day either side of the conference
- One conference dinner, if applicable
- Local transportation costs (public transport only)
- Breakfast, lunch or dinner costs during the conference

How to Apply

Complete the following:

- **Application Form** (with original/electronic signatures) **and**
- if you are **not** currently in receipt of a monthly tax-exempt scholarship payment a **bank statement** (the transactions can be redacted)

Email the completed paperwork to jonny.hobson@dcu.ie


Payment

Students in receipt of a monthly tax-exempt scholarship payment will receive the conference presentation grant payment at the end of the month, on the same date as their stipend payment (it will appear as a separate payment). However if the application form is submitted after the 13th of the month, payment will not appear until the following month.

Students not in receipt of a monthly tax-exempt scholarship payment will have their payment processed separately via GSO and Accounts Payable, as part of the weekly Finance pay run. The application form is to be submitted by Monday evening for inclusion in that week's pay run.

For more information on the Conference Presentation Grant contact:

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Conference Presentation Grant for PGR Students		
Graduate Studies Office		
Approved by: GRSB	Date: 15 August 2024	