

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* (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* (capped at €250).

As it involves international travel, a Type 1 grant is only expected to be a contribution towards the overall expenses. It is not necessary to provide receipts or detailed evidence of costs to the GSO.

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 **and** that related costs exceed €250.

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 with the original supervisor signature required on the application.
- The grant cannot exceed the cap of €500 applied to each student.
- 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 signature of principal supervisor) and
- if you are not currently in receipt of a monthly scholarship payment a **'Bank Details'** form.

Also:

- for a Type 2 application, evidence that you will be presenting to an international conference in Ireland **and** evidence that costs exceed €250

Bring completed paperwork to Jonny Hobson in the Graduate Studies Office, Room LG13, McNulty Building on DCU Glasnevin Campus.

Payment

Students in receipt of a monthly scholarship payment will receive the conference and travel grant payment at the end of the relevant month, on the same day as their scholarship payment (this will appear as a separate payment).

Students not in receipt of a monthly scholarship payment must submit a Bank Details form along with the travel grant application form. Payment in this instance will be set up on the DCU Agresso system and processed by Accounts Payable in the weekly Finance Office pay run.

For more information, contact:

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