

# Academic Staff Travel Grant (Research)

## Form Preview

### Overview

This form is for Academic Staff applying to the FVAS Travel Grant (Research). Please read the following documents before proceeding. Submission of this form indicates your acceptance of and adherence to the following faculty document, and the broader University travel policy:

[Academic Staff Travel Grant \(Research\) Guidelines](#) (Links to Staff Intranet)

[University Staff Travel Policy \(MPF1300\)](#) (Melbourne Policy Library)

**Please Note:** Applicants who received faculty funds for Travel in 2018 are ineligible to apply for the 2019 round of Travel grant funding.

*If you have any questions regarding eligibility or the application process, please contact:*  
[vet-ag-research@unimelb.edu.au](mailto:vet-ag-research@unimelb.edu.au)

### Applicant Details

\* indicates a required field

#### Full Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### University Email \*

Must be an email address.

#### School \*

- ☐ MVS
- ☐ SAF

#### Classification \*

- ☐ Research Only
- ☐ Research and Teaching

#### Contract Type \*

- ☐ Continuing
- ☐ Fixed-Term

#### Contract End Date \*

Must be a date.

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### Appointment Level \*

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ E

## Type of funding request

\* indicates a required field

Conference or Research Visit?

### Are you applying for funding for a Conference or Research Visit? \*

Conference

Research Visit

## Conference Details

\* indicates a required field

Conference Information

### Conference Title \*

### Conference Location \*

(Country and City)

### Start Date \*

Must be a date.

### End Date

Must be a date.

(If longer than one day)

### Please upload evidence of your acceptance to present at a conference, or an invitation to conduct research: \*

Attach a file:

**Are you undertaking any other research activities related to this travel? If so, please explain**

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Details of paper for presentation

**Title of Paper**

**Authors of paper**

## Research Visit

*\* indicates a required field*

Research Visit Information

**Name of Host University \***

**Name of Host Research Group/Centre \***

**Start date of visit \***

Must be a date.

**End date of visit \***

Must be a date.

**Justification of purpose of visit \***

## Funding Requested

*\* indicates a required field*

Budget Items

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Please use the below fields to break down your total cost of travel. The total cost of your travel will be calculated below. Note: total cost of Travel may be greater than \$2,000, but a funding limit of \$2,000 exists for this scheme.

### Direct economy flight (Return)

Must be a dollar amount.

### Accommodation (If required)

Must be a dollar amount.

### Conference Registration (If required)

Must be a dollar amount.

### Training program fee (If required)

Must be a dollar amount.

### Other

Must be a dollar amount.

### If 'Other', please describe costs

## Funding Totals

Please note that the maximum amount of funding that will be allocated by the School Research Committee for this scheme is \$2,000 per applicant.

If you have already purchased or used the items you wish to claim (ie. Reimbursement), please upload a copy of your receipts using the upload tool.

If you have yet to purchase or use the items you wish to claim (ie. Allowance), please upload current quotes to validate the amounts you have listed.

### What is the total cost of your travel?

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

### Total Funding Requested \*

Must be a dollar amount.

What is the total financial support you are requesting in this application (Max: \$2,000)?

### Please upload any receipts/quotes here

Attach a file:

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Funding additional information

**Please specify any other funding related to this application for which you have applied/been granted.**

## Approval

\* indicates a required field

In order to finalise your application, you must upload written approval from your supervisor, via email, indicating you have the time and capacity to undertake the proposed travel

**Please upload written approval from your supervisor \***

Attach a file:

A copy of an email is all that is required