
SECOMB CONFERENCE AND TRAVEL FUND APPLICATION GUIDE

Graduate Research School

August 2023
Version 1.1

Contents

Acknowledgement of Country	3
Overview	3
Funding Provisions	3
Eligibility	4
Ineligible	4
Additional Information	4
Conditions of Award	5
Post Conference Report	5
Three Minute Thesis / Visualise Your Thesis Competitions	5
University Travel	5
Non Attendance	5
Selection	6
Selection Criteria	6
Selection Process	6
Application Rounds	6
Supporting Documentation	7
How to Apply	7

Acknowledgement of Country

Victoria University (VU) acknowledges the Ancestors, Elders and families of the Kulin Nation (Melbourne campuses), the Eora Nation (Sydney campus) and the Yulara/Yugarapul and Turrbal Nation (Brisbane campus) who are the traditional owners of University land. As we share our own knowledge practices within the University, may we pay respect to the deep knowledge embedded within the Aboriginal community and recognise their ownership of Country.

We acknowledge that the land on which our campuses stand is the place of age-old ceremonies of celebration, initiation and renewal, and that the Traditional Owners living culture and practices have a unique role in the life of these regions.

VU supports the aim of Reconciliation Australia to build better relationships between the wider Australian community and Aboriginal and Torres Strait Islander peoples for the benefit of all Australians.

Overview

Victoria University strongly encourages graduates to present at conferences in their fields. It is important for graduate researchers to plan for conference attendance with their supervisor to seek their input and advice on how best to access funding.

The Secomb Conference and Travel Fund is designed to assist postgraduate research students at Victoria University to attend a conference either within Victoria, interstate or overseas for the purpose of presenting a research paper.

Funding Provisions

Funds will be made available to meet a portion of the registration fee and travel expenses directly attributable to attendance at a conference and will normally be made available in advance of the specific conference.

Funds for this program are not sufficient to cover full costs of conference attendance.

As a guide, applicants should expect to receive **no more than half** the costs of **travel and conference registration**.

Eligibility

This section outlines the requirements for applicants to be eligible for consideration.

- i. Applicants can be Domestic or International students
- ii. Applicants must be **currently enrolled** in a Masters by Research, a PhD or the research stage of a research Doctoral program at Victoria University at the time that the application is lodged **and** also at the time that the conference is held
- iii. In addition, applicants must have had their candidature fully approved within the required timeline **and** be on schedule for the remaining milestones (Mid-Candidature Review and Towards Submission) as per the standard candidature timelines
- iv. Applicants must have a consumed load of 3.75 or less (≤ 3.75)
- v. Applicants must be attending the conference for the purpose of delivering a research paper by oral presentation

Ineligible

Applicants are ineligible to apply for the Secomb Conference and Travel Fund Application Guide if they:

- i. Are full time staff members of the University
- ii. Have already been awarded funding under this scheme in the year of application
- iii. Are applying for a conference which is before the closing date of the application round

Additional Information

Please note the following:

- Applications for funding must be made in advance of the conference. Applications for retrospective funding will not be considered
- The conference must be held after the closing date of the round for which the application is lodged
- It is critical to apply as early as possible for funding. The University travel policy also requires several weeks' notice for travel booking, in particular for overseas travel
- Applications that do not have all supporting documentation plus the approval of their Principal Supervisor and Executive Director (or nominee) of their Institute by the deadline will not be considered
- Preference will be given to students who have not previously received funding from the Secomb Conference and Travel Fund

- Applicants will not be supported more than once if enrolled in a Masters by Research and twice if enrolled in a doctoral degree
- Applicants will not be supported more than once in any given academic year
- All applicants will be notified of the outcome within four (4) weeks of the closing date of the round for which the application is lodged

Conditions of Award

Post Conference Report

Successful applicants are required to submit a post conference report together with a copy of the presented paper to researchscholarships@vu.edu.au within **one month** of conference attendance. This report should include one or two photos of you at the conference.

Details of your paper and post conference report, and those of other recipients under the Secomb Conference and Travel Fund, are presented to VU Foundation who administer the fund.

The VU Foundation puts together an annual report and presents it to the Secomb family (or their representatives). Your photos will be include in this annual report.

Three Minute Thesis / Visualise Your Thesis Competitions

Successful applicants are required to participate in either the Three Minute Thesis (3MT) or Visualise Your Thesis in the next available round, as long as they meet the entry criteria at the time the competition is held.

For successful Round One applicants, this will be in the same year. For successful Round Two and Three applicants, this will usually be the following year. Applicants will be notified via email from the Researcher Development team for when this will take place.

University Travel

Successful applicants should have read the [University Travel Procedure](#) and be aware of their responsibilities with regard to travel and accommodation, particularly around DFAT ratings for countries intended to travel to.

Non Attendance

Successful applicants must notify the University as soon as possible if they are unable to attend the conference. The amount funded must be repaid within 30 days of being requested to do by the University.

Selection

Selection Criteria

Applications are assessed against the following selection criteria.

- i. The academic progress of the student
- ii. The student's stage within their research program
- iii. The student's percentage contribution towards the paper to be delivered
- iv. The significance of the conference in relation to the student's research
- v. The significance and academic standing of the conference to the University and the research community

Applicants should address these points in presenting their Statement of Justification (Section D of the Application Form).

Selection Process

All Secomb Conference and Travel Funding is awarded via a competitive process. The Secomb Ranking Committee will rank the applications based on the selection criteria.

All applicants will receive written notification of the result of their application within four (4) weeks of the closing date of the round for which the application is lodged.

Application Rounds

Applications will usually be considered triennially. Applications will be received for the six months prior to each closing date. The dates for each round are detailed in [Table 1](#) below.

Table 1: Application Round Dates

Round	Open	Close
Round 1	1 October	31 March
Round 2	1 February	31 July
Round 3	1 May	31 October

Supporting Documentation

The following documentation should accompany your application (where available):

- Conference registration information
- Proof of acceptance of your paper at the conference
- A copy of the abstract or papers required by the conference organisers
- A copy of the paper to be presented (where applicable)
- The applicant should provide evidence if the abstract and/or paper is accepted for oral presentation

Applicants without proof of conference acceptance at the time of application will still be considered, however all successful applications are subject to proof of conference attendance before funding can be provided.

How to Apply

The Secomb Conference and Travel Fund Application Form is available on the [Forms & Guidelines for Graduate Researchers](#) webpage.

Application forms and supporting documentation should be submitted to researchscholarships@vu.edu.au