Given:

- The Department of Medicine (AH/NH) will provide funding assistance to each PhD/DMedSc student who is supervised and located within the Department, to attend a national or international scientific conference. Candidates should usually be in their 2nd, 3rd, or 4th year of candidature.

- To be eligible for funding, the student must have submitted an abstract to the conference that has been accepted for either an oral or poster presentation.

- The Department will provide up to $500 of assistance to each successful applicant. All applications will be assessed by the Department’s Teaching Committee, who meet tri-monthly. Preference will be given to students who regularly attend Departmental Seminars and participate in other Departmental events.

- The student should discuss with their supervisor(s) the appropriate choice of conference. A 100 word (approx) written justification on the choice of conference should be submitted with the application.

- A student who is in their 1st year of candidature may apply in advance, if the conference they intend to present at is to be held during their 2nd year of candidature.

- The student must also pursue other sources of funding to attend the conference (e.g. some conference organisers invite applications for travel/accommodation assistance, University of Melbourne travel grants, etc).

- Applicants must attach the following documentation to their application:
  - a copy of the abstract they have submitted for presentation
  - proof that the abstract has been accepted
  - a copy of the registration details distributed by the scientific society
  - copies of invoices/receipts/quotes documenting the costs of registration, airfare, accommodation etc.
  - details of any other sources of funding that they have applied for and/or received (scholarship, society, University etc).
  - a 100 word (approx) justification of choice of conference.

- Applicants must apply for assistance on the Department’s “Application for funding to attend a Scientific Conference form” (see next page) and the application must be supported by the appropriate documentation.

**Please submit this application form and all relevant documentation to:**

Ms Jo Mayall  
Student Administration Coordinator  
Department of Medicine (AH/NH)  
7th Floor, Lance Townsend Building, Austin Hospital, Studley Rd, Heidelberg Vic 3084  
Tel: (03) 9496 3590  Fax: (03) 9457 5485  Email: jmayall@unimelb.edu.au
Application for funding assistance to attend
a Scientific Conference

Please provide the following information:

**Applicant Details**
Student name: 
Student number: 
Home address: 
Supervisor/s names: 
PhD/DMedSc project title: 

**Conference Details**
Conference name: 
Conference date(s): 
Conference location: 
Title of abstract: 
Has the abstract been accepted? Yes/No (please circle)

**Conference budget details**
Registration fee: $ 
Abstract submission fee: $ 
Airfare: $ 
Accommodation: $ 
**TOTAL:** $ 

**Declaration**
Student signature: 
Supervisor approval (signature): 
Date of application: 

**CHECKLIST**
Please attach the following documentation to your application:

- Copy of the Registration Details
- Proof of Abstract Acceptance
- Copies of invoices/receipts/quotes supporting budget details
- Copy of the Abstract Submitted
- Evidence of Additional Funding
- A 100 word (approx) justification of choice of conference

**Official use only**
Date Rec’d: 
Approval date: 
Date paid: 

Current year of candidature: 
Amount approved: 
Payee Signature: 

THE UNIVERSITY OF MELBOURNE