Date: [Insert Date]

Dear ADRT:

This letter should be an introduction of yourself, your school, your thesis title, what you are requesting the ADRT fund and the full amount you are asking for. You should give a brief overview of the domestic conference at which you are presenting and its significance to your research and stage of candidature [max 300 words]. Please delete any information that is not relevant in the template to your application but make sure you include all required documents. Send the template document as a single attachment.

Sincerely,

[Your Name]  
(Email)

CONTENTS

1. Breakdown of costs requested with brief justification
2. Conference details (name / organizer, dates, location, fees, web address)
3. Evidence of acceptance to present at the conference
4. Final/Provisional Conference Program structure
5. APR Result
6. Ethics Approval – Include only the approval letter from the Ethics Committee, NOT your application documents.
7. Quotes/receipts
8. Screenshot of requesting pre-travel approval if going on fieldwork outside of Sydney
9. Supervisor declaration and Postgraduate Coordinator Approval

**BREAKDOWN OF COSTS**

*Please note the table below is an example to give you an idea of what detail should be included. You should delete any examples that are not relevant to your costs. Please be sure to fill in the total.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost** | **Reason** | **Dates** |
| Airfare – Domestic  Melbourne 3 days | Full cost return ticket (as per 2 quotes. Max $600) | Conference Name | 29/5 – 2/6/2020 |
|  |  |  |  |
| Accommodation – Domestic Melbourne, 3 nights | $$$ (as per quote/receipt, max $100 per day) | brief outline of conference program (days of sessions, additional days/events) | 29/5 – 2/6/2020 |
| Domestic Conference | $500 max for registration and membership (quote/receipts required) | type of registration (e.g. student early bird) | 15/3 – 19/3/2020 |
|  |  |  |  |
| **Total costs** |  |  |  |

**CONFERENCE DETAILS**

|  |  |
| --- | --- |
| **Conference Title** |  |
| **Conference dates** |  |
| **Your presentation title and abstract** |  |
| **Confirmation of acceptance of presentation** | Yes (Please submit the acceptance letter)  No |

Final/Provisional Conference Program Structure

*Please attach provisional/Final Program structure. If not available, then please provide a short statement here detailing why it is not available. This assists the justification of number of nights required.*

APR Result

*Please copy and paste your successful email approval of your most recent review, which would have been sent to you after your last review via the GRIS system. If you cannot find that email in your inbox you can save a pdf version of your results by accessing the GRIS system. You can then convert this document into a PDF and combine them into one PDF document to submit.*

ETHICS APPROVAL

*Please copy and paste your ethics approval into this page. If your ethics statement is still being processed, please state when you expect to receive it. If you do not need to obtain an ethics approval, please provide a short statement here detailing why you do not need it.*

QUOTES AND RECEIPTS

*Please include any quotes or receipts that support your application here.*

*(attach official conference costs supplied by conference organizers)*

UNSW Mytravel Pre -trip approval

*Please include screen shot of your pre-trip approval request here*

**Applicant Declaration:**

I declare that I am currently enrolled in a higher Degree Research Program in the Arts & Social Sciences

I declare that I’m not a Scientia Scholarship recipient

I declare that this is my first application for domestic conference funding in this calendar year

I have provided copies of bills/receipts/confirmation of acceptance for presentation/correspondence or other evidence of the costs I wish to claim under this fund

|  |  |
| --- | --- |
| Applicant Signature |  |
| Date |  |

**Supervisor’s Declaration**

I declare that that the student meets the eligibility criteria for this funding scheme

|  |
| --- |
| Please provide comments regarding the relevance of the conference and whether it is the right time for the candidate to present their work and take time out to participate in the event. |

|  |  |
| --- | --- |
| Supervisor Name |  |
| Supervisor Signature |  |
| Date |  |

**Postgraduate Coordinator Approval**

|  |  |
| --- | --- |
| Post Graduate Coordinator Name |  |
| Post Graduate Coordinator Signature |  |
| Date |  |