



FORMAT OF THE GRANT-IN-AID REPORT

Under the terms of the QUT Grant-in-Aid (GIA) award you are obligated to forward a report to the Research Degrees Committee within 4 weeks of your return on the outcome of your conference presentation or overseas field trip.

There is no form for the required GIA report - it's a 1 to 2 page report on the outcomes of your conference presentation or overseas field trip. In accordance with the rules governing the GIA the Research Degrees Committee requests that recipients provide this brief report written in a genre suitable for publishing. This means that excerpts from your report may be selected by the Research Degrees Committee for University publicity purposes such as the Research Student Centre Newsletter or Website.

What's expected is a brief report which is in the form of an acknowledgement of thanks to the Research Degrees Committee for the award of the GIA, and, written in lay terms, what you thought were the main conference / field trip outcomes, the mention of leading names in your field who attended or you visited, and how your presentation and the feedback you received will make a significance difference to your research project.

Ensure that you include your name, student id, date and the name of your School on the report.

Appended to your report you must also attach the following:

- Photocopied evidence of your travel such as boarding passes; and
- If you have presented at a conference evidence that you have maintained daily attendance at the conference and presented the paper for which you were awarded the GIA (usually a copy of the conference booklet or handout which indicates that you actually presented); or
- If you received a travel grant, evidence of the places you visited in your itinerary (usually a copy of an email from the scholars you visited providing you feedback from your visit).

Email your report to your faculty research administration officer

If you have any queries about your report, including the due date email your faculty research administration officer.

Research Students Centre, Level 3, O Block Podium, Gardens Point Campus, PO Box 2434, Brisbane QLD 4001
Ph: +61 7 3138 4475 or +61 7 3138 5306 Fax: +61 7 3138 1304
e-mail research.degrees@qut.edu.au
<http://www.rsc.qut.edu.au>

How to Claim Your Grant-In-Aid, Administrative Instructions and Other Helpful Hints

HOW TO BOOK AND CLAIM	
<p>First, consult your Faculty Administration for a booking to be made on your behalf from Faculty or School funds. Please note you will need to fill in forms for overseas travel and these will need to be signed by the Dean before any travel can be organised, please ensure that you allow enough time for this approval to take place before travelling.</p> <p>The Faculty Administrator should then send an email to research.candidature@qut.edu.au or researchbudgets@qut.edu.au advising which account the GIA needs to be reimbursed to.</p>	
<p>1. Photocopy your documents (x2) in the order listed in the right-hand column.</p> <p><i>(The Original and one copy should be sent to the Research Students Centre. One copy should be kept for yourself)</i></p>	<p>Keep your papers in the following order in order to claim reimbursement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> on top - a signed claim form (if claiming for self) <input type="checkbox"/> Then the copy of the receipt for your ticket <input type="checkbox"/> a copy of your confirmation acceptance if your candidature was pending when you applied. If your conference paper has become a 'poster presentation' you will need to provide a letter of support from your Faculty Research Committee indicating their approval. (Note: Science and BEE applicants have prior approval.) <input type="checkbox"/> Evidence that your conference paper (or abstract) is accepted or documentation confirming key dates in your itinerary if you are receiving a travel grant-in-aid. (Please ensure that prior contact with groups/individuals/institutions is arranged by email, fax or letter, prior to departure. Attempting to arrange major appointments abroad may result in disappointment) <input type="checkbox"/> If you have an industry based Scholarship you are required to submit a letter from your Industry partner giving their permission for your travel. <input type="checkbox"/> Initial next to the checkbox to indicate you have agreed to travel at your own risk. You are advised to take insurance against sickness, accident and injury. (Check with both the <i>Student Guild</i> and your <i>Faculty</i> to see if any additional insurance cover is available to you.) <input type="checkbox"/> a copy of this table with these boxes ticked to indicate appropriate inclusions (put this last);
<p>2. Submit your paperwork to your Faculty or Centre</p>	<ul style="list-style-type: none"> <input type="checkbox"/>
<p>Prior to travel</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Leave your contact details (and mobile phone number) with your Centre <input type="checkbox"/> photocopy of your passport and your credit cards and leave these with a trusted other person for emergency purposes. <input type="checkbox"/> Ensure that you are in good health. <i>As your ticket has been booked via QUT, you automatically have travel insurance; your Faculty should give you documentation regarding this. If you require additional cover you will need to organise this yourself.</i>
<p>While travelling</p>	<ul style="list-style-type: none"> <input type="checkbox"/> check your email if you can and call home periodically
<p>When you Return Within four weeks you should forward the papers listed in the adjacent column to the Office of Research to claim your reimbursement.</p>	<p>Papers for Research Degrees Committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> a 1-2 page report of your travel written in a genre suitable for publishing. You may include a photograph with the report. Please include a stamped self-addressed envelope if you require your photography to be returned, otherwise it will remain in your file and may be used for publicity at a future date. Please ensure you have included your name, Centre and Faculty. <input type="checkbox"/> photocopied evidence of your travel (boarding pass/s) <input type="checkbox"/> <i>For conference attendees - some reasonable evidence (1-2 pages only) that you have maintained daily attendance at the conference and presented the paper for which you have been granted the grant-in-aid or for those receiving a travel grant, evidence of the places visited on your itinerary. (This documentation is needed to meet University audit requirements and to judge the success or otherwise of the scheme and whether it should be continued in future years.)</i>