



Australian  
National  
University

## VICE-CHANCELLOR'S TRAVEL GRANTS HIGHER DEGREE RESEARCH

### 1. PERSONAL DETAILS

Name:

Student Number: U

In which ANU College are you enrolled?:

#### Acknowledgement

I have read and agree to the [Conditions of Award](#) for this grant.

I have read and understood the advice provided by the [Department of Foreign Affairs and Trade](#) about international travel to my country of travel.

I understand that I must apply for any appropriate leave that is related to this travel (eg personal travel while on funded travel).

I understand that this application is not for approval to travel and that I am required to complete and submit an [approval for travel form](#).

I understand that all receipts for funded travel will be retained and available for audit by the Division of Student Administration as a quality assurance measure.

Signature ..... Date

## 2. CROSS-INSTITUTIONAL/SPECIAL RESEARCH DETAILS (if applicable)

**Name and location of the institution(s) or facilities you plan to visit**

(Please attach the agreement of the institution(s) – for example, e-mail or letter)

**What are the dates of your proposed visit?      From                      Until**

**Supervisory arrangements at host institution if required**

(Maximum 400 words)

**Please summarise the benefits of these international activities to your research**

(Attach separate document if required. Suggested 400 word summary)

## 3. INTERNATIONAL CONFERENCE DETAILS (if applicable)

**Name and location of the conference you plan to attend and the paper you are presenting**

(Please attach evidence of your attendance, such as confirmation of registration, and evidence of the acceptance of your paper)

**What are the dates of your proposed visit?      From                      Until**

## 4. FUNDING DETAILS

**What is the total amount of funding you are applying for in this application?**

**AUD \$**

**Please provide a proposed itinerary of travel activities and expected costs associated with this travel. Include details of how these costs will be met using this funding and any other sources of funding** (Attach separate document)

(Please supply evidence of these costs, such as quotations from travel agents, hotels etc).

**5. RETURN ACTIVITIES**

**Please outline what return activities you and your Chair of Panel propose you will complete once your travel has been finalised (for example reports, reviews, publications, presentations to be developed as a result of the travel)**

*(Attach separate document if required)*

**5. SUPERVISION**

**Chair of Panel Name:**

**Chair of Panel**

I support and endorse this application for funding and the proposed return activities. The proposed travel supports the student's research project and research training and meets the ethics requirements of the University. I support this student's proposed travel budget.

Local area funds if available                      Amount: \$.....

Has the applicant completed all current milestones?                      Yes                      No

**Signature .....**                      **Date**

## **CHECKLIST**

This checklist must be completed and attached with your application to be considered for funding

My Name and ID number filled in

I have been on program for at least 12 months

All my current milestones have been completed

All cross-institutional visit/conference/special research needs are overseas

I am **not** on extension of program

I have **not** previously received a VC Travel Grant

My Chair of Panel has endorsed my application

Breakdown of trip activities, total cost in AUD and evidence of proposed expenditures have been provided (see Sample Cost Breakdown)

### **Cross Institutional Visit**

Invitation letter from the host institution including details about the arrangement are attached

Details of the supervisory arrangements for the applicant at the host institution have been provided

### **International Conference**

Confirmation of acceptance of paper/poster for international conference is attached

Confirmation of registration (actual payment) – Acceptance of paper is **not** a proof for this purpose

Applications should be sent to: The Student Finance Office by email to [student.finance@anu.edu.au](mailto:student.finance@anu.edu.au)

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