



<b>APPROVAL – ANU Supervisor or Adviser (as applicable) (All students)</b>	
Family name:	Given name:
I support and approve this application for funding. The project meets the student's research/coursework requirements and also meets the ethics requirements of the University.	
Signature: ..... Date: ____ / ____ / ____ (dd/mm/yy)	

<b>APPROVAL – Head of Department/School/Centre (HDR Students only)</b>	
Family name:	Given name:
I support and approve this application for funding. The project meets the student's research requirements and also meets the ethics requirements of the University.	
Signature: ..... Date: ____ / ____ / ____ (dd/mm/yy)	

<b>APPROVALS – College Dean (All students)</b>	
Family name:	Given name:
Will co-funding be made available by this College:    Yes            No	
If YES, name of College: _____	
I support and approve this application for funding. The project meets the student's research/coursework requirements and also meets the ethics requirements of the University.	
Signature: ..... Date: ____ / ____ / ____ (dd/mm/yy)	

**Terms and conditions**

- The student must notify the International Strategy and Partnerships team (ISP) in writing if the planned activity changes in any way from the details provided in their ANU-IARU travel grant application, including returning to ANU earlier than indicated. Students failing to declare changes in their activities will be in breach of the conditions of the travel grant and may be required to return a pro-rata proportion of the grant.
- The student must complete the Proof of Completion and Travel Report and submit it to the ISP within 30 days of returning to Australia.
- Failure to comply with these terms and conditions may result in services being withheld by the University, including not being able to enrol or re-enrol, not being able to request a transcript of academic record, and not being able to graduate, until the matter is resolved.

**Agreement and declaration**

I acknowledge, understand and agree to abide by the terms and conditions outlined above. I declare that the information provided by me on this form, and in any supporting documentation, is to the best of my understanding complete and correct.

I hereby authorise: 1) the ISP team to access my academic transcript for verification purposes, and 2) ANU to contact concerned parties for the purpose of verifying any information supplied.

Signature: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

International Strategy and Partnerships (ISP), Anthony Low Building, Eggleston Rd, The Australian National University, ACT 0200

T (02) 6125 8106  
 E [ANU.IARUtravelgrant@anu.edu.au](mailto:ANU.IARUtravelgrant@anu.edu.au)

## **ANU-IARU TRAVEL GRANT GUIDELINES AND CHECKLIST**

ANU-IARU travel grant applications must be submitted at least two weeks prior to travel and no more than three months prior. Applications received outside this period will not be processed.

To be eligible to receive the grant you must:

- 1) have completed at least one full year (full-time or equivalent) of tertiary study
- 2) have completed at least six months of study (full-time or equivalent) at ANU
- 3) be enrolled at ANU at the time of applying and while undertaking the travel
- 4) have a minimum average mark of 65 per cent (research degree candidates excepted) and
- 5) either be receiving full credit toward your degree(s) as a result of the travel activity or state clearly what you intend to accomplish in completing the study/research.

Your application must be accompanied by:

- a one-page (maximum) statement outlining the purpose and objectives of the proposed visit
- evidence of registration, if attending a conference. Otherwise:
- written confirmation from the host institution/s:
  - agreeing to your visit and explaining your status at the IARU partner university, and
  - providing information on supervisory arrangements (where applicable).

### **CHECKLIST FOR STUDENTS**

Have you read:

1. The complete list of guidelines and expectations on the [travel grant website](#)?
2. The ANU policy '*Travel by University Staff and Students to High Risk Destinations*'?
3. The relevant travel advice on the [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) website?

Have you completed:

1. All the relevant sections of the application form?

Have you obtained:

1. All the relevant signatures on the application form?

Have you attached:

1. Either:
  - Written confirmation from the host institution/s agreeing to your visit?
  - or
  - Evidence of conference registration?
2. An outline of the purpose of your visit to an IARU partner university?