

Research & Innovation Conference Fund

This document provides an overview of the application form for the Research & Innovation Conference Fund. This is for information only. All applications must be submitted via the online form [here](#).

Applicant Details

This section asks for information about the individual applying to the Fund.

1. Name of Applicant
2. Staff Number
3. E-Mail Address (this will be used for all correspondence)
4. Current Job Title
5. Current Grade on Salary Scale
6. School or Centre

Conference Details

This section asks for information about the Conference

7. Name of Conference
8. Conference Dates
9. Conference Location
10. Link to Conference Website

Application Details

This section asks for information on the application itself, including your contribution to the conference and costs involved

11. Please detail your contribution to this conference, specifically how you will present or showcase through an activity of significant profile. For example, this might include presenting a paper, leading or participating in a seminar/workshop/panel etc., but would not include presenting a poster.

12. Please upload appropriate evidence to confirm that you have been accepted/invited to contribute to the conference on this basis. This might include a PDF of an e-mail or letter from the organizing committee. Please also upload your abstract if presenting a paper

13. Please outline a case for support for this application (250 words max.)

Explain how attendance at this conference will support the purposes of this Fund, including:

- why you have chosen this conference, and how it aligns with your research interests,
- how this activity will:
 - improve the quality of your research portfolio;
 - enhance the academic reputation of the University;
 - and initiate or develop partnerships that enable wider reach and profile for your work.

14. Costs

Please detail the total costs of attendance at the conference, listing travel, accommodation, fees and subsistence separately, and confirm the total amount that you are applying for from the Fund

15. Quotation

Please upload your quotation for travel and accommodation from the University's travel provider

16. Have you investigated all other sources of funding and can you confirm that there are not alternative sources, e.g. grant funding, that should be used to enable your attendance at this conference?