

**POSTGRADUATE RESEARCH STUDENT SUPPORT  
(PRSS) SCHEME**  
**Acceptance of Award Conditions and Proof of Acceptance  
of Paper/Poster/Exhibition by Conference**

THE UNIVERSITY OF  
NEW SOUTH WALES



GRADUATE RESEARCH SCHOOL

**NOTES:**

- Please fill out all sections. PRSS funds can only be released once this form has been lodged with proof of acceptance of your paper, poster or exhibition by the Conference.

**Student Details**

UNSW Student number:					
Family Name:			Given Name:		
Mobile:		Preferred email address:			
Program Code:		Faculty:		School:	
Name of principal Supervisor (including title ie Dr / A/Prof / Prof):					

**Conference Details**

Conference Name:			
Conference Start Date:		Conference End Date:	
Conference City:		Conference Country:	

**ACCEPTANCE OF CONDITIONS DECLARATION**

- I have read, understood and accept the conditions of the Award as outlined on page 2 of this form
- I agree that I will use PRSS funds only to attend the conference for which I have been approved (changes of conference must be officially approved in writing before funds can be used for that purpose, please see <http://www.grs.unsw.edu.au/resources/prss.html>)
- I understand that funds will not be released to me unless I have achieved a "satisfactory" result at my Annual Progress Review/s
- I understand that funds will not be released to me until I have lodged proof of acceptance of my paper, poster or exhibition by the approved Conference
- I agree to provide proof of attendance at the Conference to the Graduate Research School or the Research & Research Training Office at ADFA within two weeks of the end date of the conference
- I agree to comply with the University Travel Policy (please see below)
- I agree to comply with the conditions governing the PRSS funding and to advise the Graduate Research School immediately of any change made that may affect my eligibility for the Award.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONFERENCE ACCEPTANCE DECLARATION**

- My paper, poster or exhibition has been accepted by the above Conference.
- I have attached proof of acceptance of my paper, poster or exhibition. (letter from organisers)
- I agree that should I not attend the above conference, I will notify the Graduate Research School immediately and return all PRSS funds.
- I agree to provide proof of attendance at the Conference within two weeks of the end date of the conference;  
or
- I have already attended the Conference and attach proof of Conference attendance. (one of: certificate of attendance OR letter from Conference organisers OR letter from supervisor)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Student Claimant's Bank Details (for receipt of PRSS payment)**

Name of Institution:	
Branch address:	
Name in which account is held:	
Account type:	<input type="checkbox"/> Cheque <input type="checkbox"/> Savings
BSB No (6 digits):	Account No:

Please sign and return the ***first page only***. All fields on the previous page are compulsory. Failure to provide details may delay payment:

In Person	Via Mail	Via Fax	Via Email
Graduate Research School Reception Rupert Myers Building Level 2, South Wing Gate 14 Barker Street Kensington Campus	Graduate Research School The University of New South Wales UNSW Sydney 2052 AUSTRALIA	+61 2 9385 6238	prss@unsw.edu.au
Research & Research Training Office 1st Floor, <a href="#">Building 21</a> UNSW@ADFA Northcott Drive	As above	As above	As above

## CONDITIONS AND GUIDELINES FOR PRSS AWARD HOLDERS

### Benefits

- Each PRSS recipient may receive up to \$3000 as a lump sum payment to attend one conference within the period December 1 2008 and December 31 2009. The amount approved will be shown on the letter of offer.

### PRSS Award Conditions

- PRSS funds are approved only for students who are on-track for on-time completion of their research degree.
- Students must be enrolled students of UNSW while attending the Conference.
- PRSS funds will be released only to students with "Satisfactory" Annual Progress Review results.
- PRSS funds may only be used for costs associated with attendance at the approved conference to present a paper, poster or exhibition.
- PRSS funds will be released only upon confirmation of acceptance of the paper, poster or exhibition at the approved conference.
- Proof of conference attendance must be provided to the GRS **within two weeks** of the end of the conference.
- PRSS funds must be returned immediately to the GRS should the approved conference not be attended.
- PRSS funds must be returned immediately to the GRS should attendance at the conference not be able to be proved.
- PRSS awardees must comply with the University's travel policy as outlined at: <http://www.grs.unsw.edu.au/resources/travelguide.html> and summarised below.
- Eligible students may only receive one allocation of PRSS funding in 2009 to attend an approved conference held between 1 December 2008 and 31 December 2009.

### Funding

Funding may be used to support conference expenses including registration, air-fares or travel expenses, accommodation and living expenses. Eligible students may receive up to a maximum amount of \$3,000, depending on the location of their conference. Students will not automatically receive these maximum amounts. The amount awarded will depend on the number of eligible applications received by each Faculty, and careful consideration of the budget submitted by the student as part of the application. The approved amount for each student will be shown on the letter of offer.

#### Maximum 2009 PRSS Conference Travel Scholarship depending on location of conference

**\$3,000** Middle East, Pakistan, EU, South America, North America, Canada, Japan, Africa

**\$2,500** India, Hong Kong, Korea, China

**\$2,000** Brunei, Cambodia, East Timor, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam

**\$1,500** Western Australia (WA, NT), New Zealand

**\$1,000** Australia (TAS, VIC, SA, QLD)

**\$750** Australia (ACT, NSW)

### Travel Booking Process

All students receiving PRSS funds travelling to attend a conference must follow these guidelines:

**1. Create a travel profile** - Students need to set up and maintain a travel profile. This is done by completing a UNSW Travel Profile eForm, which is accessed by logging onto myUNSW. Instructions on how to create a travel profile can be found on the Procurement website (<https://www.proc.unsw.edu.au/travel/profile.html>).

**2. Check traveller health and safety requirements** - When there is concern about the safety of a University Traveller's destination, the University may curtail, suspend or prohibit travel. Before requesting international travel all postgraduate research students are required to check the website [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) for information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Do Not Travel' risk cannot be travelled to without the permission of the Manager of the Graduate Research School.

**3. Apply for official approval to travel** - Students will need to submit a PRSS-T6 form for approval by their Supervisor and/or Travel Approval Manager for all travel partially or fully funded by the PRSS Scheme. The PRSS-T6 form should be lodged with the student's School.

**4. Students must use one of the UNSW preferred agents to book flights** - These agents are obliged to match legitimate quotes from other sources. If they are not able to do so please contact Nathan Jones who is the University Procurements Category Manager – Travel (Tel: 9385 2687, Email: [nathan.jones@unsw.edu.au](mailto:nathan.jones@unsw.edu.au)). **Students may only use other sources to book flights after obtaining permission from Nathan Jones to do so.**