

ISILC Conference/Travel Fund Application

Form Preview

ISILC Conference/Travel Fund Application Form.

* indicates a required field

Note:

Please ensure you have read and understood the [ISILC Conference/Travel Fund Guidelines](#) before completing this application form

1. Applicant Details

Name: *

Staff ID Number: *

Must exclude the letter 'e'

College/Institute: *

Email: *

Must be an email address.

Mobile/Extension

Must be a number.

**ISILC VU Research
Fellowship (VURF)
Allocation (if applicable)**

Must be a number < 1.0.

**College Line Manager (if
applicable)**

Are you: *

Employment type: *

**If fixed term, when is
the end date? ***

2. Application Round

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Select Application Round:

3. Activity Type

Select one:

*Some disciplines may have conference (e.g. IEEE) proceedings that are considered equivalent to Q1 journal papers. The equivalence of conference proceedings will be assessed by the ISILC executive panel

4. Activity Details

Title:

Location: (City, State/Country)

Start Date:

End Date:

Website if applicable (e.g. conference URL)

5. Description of Activity

Briefly describe the conference, workshop, seminar, or visiting scholar activity that you are leading (including the scholar's expertise)

Word count:

Must be no more than 30 words.

Explain how this activity aligns with your professional development and research goals. It is important to also include the impact of your activity on enhancing

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the capabilities of ISILC and/or ISILC research fellows. Consider the anticipated outcomes and benefits of attending the conference or hosting the visiting scholar to ISILC and VU's research community.

Word count:
Must be no more than 100 words.

For presentations, include the conference paper title and whether it has been accepted for presentation (if applicable).

Word count:
Must be no more than 30 words.

What is the alignment of your activity with [VU's RESEARCH AND IMPACT PLAN 2023-2028](#)

Word count:
Must be no more than 50 words.

6. Funding Requested

Expenditure	\$
*This should not exceed the maximum allocation of \$2,000 for local travel and \$4,000 for international travel per staff member per calendar year	
Local Travel (if applicable)	\$
International Travel (if applicable)	\$
Total Funding Requested*	\$
	\$
	\$
	\$
	\$
	\$

7. Budget Breakdown

Please provide a brief breakdown of anticipated expenses in AUD:

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Expenditure	\$
Conference Registration Fee (if applicable)	\$
Transportation Costs (Include airfare, train/bus fare, local transportation)	\$
Accommodation Costs	\$
Meals and Incidentals	\$
Visa Fees and Travel Insurance (if applicable)	\$
	\$
	\$
	\$

8. Attachments and Supporting Documents

Please attach your Dean or Head of Program's approval here (Teaching & Research and Teaching Focused Academics only)

Attach a file:

Please attach other supporting documents here.

Attach a file:

Is ethics required for your activity?

Select one

If yes, please provide the ethics approval number.

Must be a number.

If no, provide a statement justifying why ethics is not needed:

Word count:

Max 30 words

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9. Declaration

- I have read and understood the [ISILC Conference/Travel Funds Allocation Guidelines](#)
- I understand that the provision of funding is conditional upon the acceptance of the conference paper or confirmed travel of the visiting scholar. I will promptly inform the committee if my paper is declined or the visiting scholars travel is cancelled.
- I understand that I have to present my funded activity in one of the ISILC seminars/workshops or provide an article for the ISILC newsletter before or after the activity.

Signature

print your full name

Date

Must be a date.