

# 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

<b>Expenditure</b>	<b>\$</b>
*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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<b>Expenditure</b>	<b>\$</b>
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

### 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.