



**School Scholarships Committee
Staff/Student Conference Funds**

Criteria and Operating Policy 2024/25

1. Purpose

The Staff/Student Conference Funds are intended to offer financial support to encourage in particular early career staff to present their work at national and international conferences.

2. Eligibility

At the time of application, you must be:

- (i) A member of academic staff (below Professor Grade) or postdoctoral staff of the School. Members of the Professoriate are expected to fund attendance at conferences from other sources
or
A registered undergraduate or postgraduate student in the School,
and be
- (ii) the presenting author of a paper / poster or running a workshop at a Conference / Symposium (acceptance of the abstract is desirable at the time of application).

3. Regulations

- (i) Applications from staff should be submitted using the form available to download from the [School SharePoint Site](#), students should contact their respective Centre for an application or directly email Karen Craig at k.craig@qub.ac.uk by the specified dates prior to the School Scholarships Committee meetings and prior to the date of the conference. The deadlines for receipt of applications in 2024/25 are:

Tuesday 1 October 2024

Thursday 28 November 2024

Tuesday 4 March 2025

Thursday 1 May 2025

Retrospective / Late applications will not be considered.

- (ii) The School Scholarships Committee meetings will normally be held within two weeks following each deadline. Applicants will receive written confirmation of the outcome of their application within 10 working days of the Committee meeting.
- (iii) The form must be completed in full and be signed off to include a declaration of support by the appropriate Centre Director.

- (iv) Only one application per academic year (1 August – 31 July) for any individual will be considered to present work at a conference or meeting.
- (v) **One electronic copy** of the application form should be submitted, **together with a copy of the abstract** and supporting documentation. Acceptance of an abstract is desirable at the time of application, otherwise funds can be recommended but will not be released until this is received.
- (vi) Applicants **MUST** have applied to all other available sources of funding support and show evidence of this before applying to the Scholarships Committee. (This includes the Research and Innovation Conference Funding available for Research/Academic Staff and University Travel Scholarships available for students).
- (vii) Please note that funding is not guaranteed, and each application will be considered on its own merit; in the case that funding for the remainder of the academic year is limited, the School Scholarships Committee will prioritise applications and awards.

3. Costs

- (i) Applicants must provide a full breakdown of all relevant estimated expenses, justifying costs and providing quotations as appropriate. Estimates must be based on the most cost-effective accommodation and fares using the University's travel provider/other.
- (ii) Advantage should be taken of 'Early Bird' registration rates if available and therefore timely applications are recommended.
- (iii) Membership Fees, conference dinners, satellite visits and events incidental to the main conference programme **will not** be funded.
- (iv) If foreign currency is used, the exchange rate and sterling value must be specified.
- (v) Applicants should be as accurate as possible in estimating costs as the maximum award will be based on the estimated costs in the application (within the maximum rate available (see vii). There will be no opportunity to reapply for additional funding.
- (vi) Following confirmation of award, the funds will be transferred to the relevant Centre once the claim form has been filled in and receipts provided. Applicants should liaise with their Centre Office to arrange procurement and payment of registration, travel and to claim expenses. If the actual costs incurred are lower than those estimated and awarded, the actual amount spent is all that will be transferred to the Centre.
- (vii) For the academic year 2024/25, the maximum rates available are:

International/Overseas Conference:	£900
UK/EU or mainland Europe:	£400

(viii) Travel and Expenses will be paid in line with the University's 'Reimbursement of Expenses and Travel Policy' and applicants are advised to check these prior to completion of their application.

Staff Only: [Travel Webpage](#) and [Staff Expenses Webpage](#)

- (ix) The following maximum subsistence allowances will be paid (where meals/accommodation is not included in the Conference Registration/Package costing separately):

Day Subsistence

Between 5 and 10 hours £5.00

More than 10 hours £10.00

More than 15 hours (extending beyond 8pm, and including dinner) £25.00

Overnight Subsistence

Where staff travel on University business and an overnight stay is necessary, an overnight subsistence allowance of £25 may be claimed, in addition to accommodation costs, to cover lunch and an evening meal (where these are not included in the Conference Registration/Package). Where an overnight allowance is claimed you may not claim the day subsistence allowances referred to above, nor any additional receipted meal or incidental costs.