|  |  |
| --- | --- |
| STUDENT EVENT FUNDING PROPOSAL**For Higher Degree by Research candidate groups**  | UQlogoC-mono-M-dos |
| **INSTRUCTIONS****Submitting a Student Event Funding Proposal**This form and all supporting evidence must be combined and sent as **one pdf attachment** to graduateschool@uq.edu.au. Email submissions with multiple attachments will not be considered.The Graduate School will provide a maximum of $2,000 towards the total cost of the event.Information about funding eligibility and conditions can be found here: <https://cdf.graduate-school.uq.edu.au/funding-student-events> |

|  |
| --- |
| **1. Primary student contact** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  |  Last Name |  |  First name |  |
| School/Institute/Faculty |  |
| Student Number |  |
| Student email |  |
| Number of students on the committee |  |

|  |
| --- |
| **Please attach a list of all committee members, with student number, name, student email address, and enrolling unit** |

|  |
| --- |
| **2. Event overview** |

|  |  |
| --- | --- |
| Event title |  |
| Enrolling unit/s involved |  |
| Date/s |  |
| Venue |  |
| Time |  |
| Webpage/registration page  | *if applicable* |
| Event overview (400 words max) |  |

|  |
| --- |
| **3. Event details (approximate numbers are acceptable, and only complete those that apply)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Estimated number of presenters | UQ HDR candidates |  | UQ Other |  | Research end user\* |  |
| Estimated number of attendees/audience members | UQ HDR candidates |  | UQ Other |  | Research end User\* |  |
| Can HDR students from other enrolling units attend? | Yes / No - if yes, please estimate the number: |
| Can HDR students from other institutions able to attend? | Yes / No - if yes, please estimate the number: |
| Can undergraduate / honours / PG coursework students attend? | Yes / No - if yes, please estimate the number: |

\*Research end‑user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of research.

|  |
| --- |
| **4. Event budget** |

|  |  |  |
| --- | --- | --- |
| **Item (add more rows if necessary)** | **Amount** | **Evidence required** |
| Venue hire: include IT support and equipment hire |  | Quote or email trail |
| Speakers: include speaker travel expenses and gifts for panelists |  | Campus Travel quote\* |
| Catering |  | Quote\*\* |
| Promotional materials: include printing of name badges, programs, signs |  | Printing quote (RISQ) from PoD |
| Miscellaneous: photographer, parking/coffee vouchers, stationery |  | List details and quote if possible |
| Other: add details |  | List details and quote if relevant |
| **Total cost of Event** |  |  |

\*Travel must comply with UQ’s Travel Policy <https://ppl.app.uq.edu.au/content/1.90.01-university-travel-management>

\*\*Catering must be comply with UQ’s Hospitality Policy <https://ppl.app.uq.edu.au/content/9.45.06-hospitality>

|  |
| --- |
| **5. Event funding** |

|  |  |  |
| --- | --- | --- |
| **Funding sources (add more rows if necessary)** | **Amount requested** | **Confirmed? If yes, supply evidence** |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
|  |  | Yes / No |
| Amount requested from the Graduate School |  | Not applicable |
| **Total funding requested** |  | Should match Event Budget total |

|  |
| --- |
| *By signing below, I certify that all information supplied above is correct at the time of submission.* |
| **Primary student contact** |  |  |  |  |  |  |
|  | **Name and Title** |  | **Signature** |  | **Date** |  |

Questions?

Email the Graduate School graduateschool@uq.edu.au

UQ Graduate School, John Hines Building, Level 6