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| 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](mailto: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> | | |

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| **1. Primary student contact** |

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

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

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| **2. Event overview** |

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

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

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| 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.

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| **4. Event budget** |

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| **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>

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| **5. Event funding** |

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| **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 |

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| *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](mailto:graduateschool@uq.edu.au)

UQ Graduate School, John Hines Building, Level 6