

**SCHOOL OF MEDICINE RESEARCH AND POSTGRADUATE AFFAIRS COMMITTEE (RPAC)
POSTGRADUATE RESEARCH TRAVEL GRANT 2017**

The School of Medicine Research and Postgraduate Affairs Committee provides limited funding for research travel to a conference on a competitive basis to postgraduate research students (MSc, PhD, MD) in the School of Medicine.

Students who wish to apply for this funding are advised to:

1. Fill in the accompanying form
2. Each candidate must provide name of agency that is funding the candidate's research.
 - 2.1. Provide justification for request for travel support. This is particularly important where candidates have access to travel monies through research grants or any other supports.
3. Attach any relevant receipts. Only vouched receipts will be reimbursed.
4. Attach a copy of your abstract. Please note that UCC and School of Medicine must be clearly visible on the abstract
5. Attach confirmation email from Conference organiser with regard to your poster/oral presentation.
6. List learning objectives

All applications need to be sent to Rm 2.59 School of Medicine, BHSC, UCC, College Road, Cork or medschoolresearch@ucc.ie Please include in the subject line the applicant's name and the title of the conference

THIS FORM MUST BE SUBMITTED NO LATER THAN 7 WORKING DAYS BEFORE THE CONFERENCE IS BEING HELD

RETROSPECTIVE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

ONLY STUDENTS WHO HAVE AN ORAL OR POSTER PRESENTATION CAN BE FUNDED UNDER THE CONFERENCE TRAVEL SCHEME

Points to note:

PG Travel Fund 15112018v1

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- Students will be informed within a few weeks of application whether or not an application has been successful.
- If you are unsuccessful once, you cannot submit the same application again.
- Any approval you receive is pending all receipts being submitted for the payment process.
- Expenses cannot be paid without receipts.
- Students should always use the most economical means of travel. Mileage will be paid in line with the rates advised by the Department of Finance.

- Car-pooling should be used when more than one person is travelling to the same event. Please note that if you are sharing a car, you must note this on the application, and the above amount will only be paid once. Usually the driver is the only person who will claim for the amount provided.
- Please note that as per the guidelines a maximum amount of €250 can be awarded for travel to conferences within Ireland, and a maximum of €500 can be awarded for travel to conferences outside of Ireland.
- The Research & Postgraduate Affairs Committee may consider a reduced value award or ask that the supervising department contributes to the costs.
- If UCC is not mentioned on your abstract, funding will not be considered, reference to UCC has to be clearly visible on your abstract.
- Only poster or oral presentations will be considered for funding.
- Retrospective applications will not be considered.
- Only one application per student will be funded.
- All documentation needs to be submitted at once, multiple submissions for the one application will not be accepted.
- Any student who receives funding is expected to write a piece for the online newsletter MRN-Medical Research Newsletter, which is produced by the School of Medicine and circulated to School of Medicine staff & students.
- Funding is limited and not all applications will be successful, applications will be assessed by the Research & Postgraduate Affairs Committee on a **case by case basis** and within the timeframes listed above.