



## TERMS OF THE POSTGRADUATE CONFERENCE SUPPORT SCHEME 2018-19

Through the Postgraduate Conference Support Scheme, the College will support the participation of registered postgraduate research students (PGRS) at professional conferences for the purpose of presenting academic papers/posters.

The Postgraduate Conference Support Scheme is offered subject to a standard operating procedure (SOP) and a specific application process which is available from the Research & Graduate School. Allocations from the scheme will be approved by the office of the Associate Vice President for Research on behalf of the Research Committee.

### Eligibility

All currently registered and fees compliant PGRS are eligible to apply in each year for which they are registered. The scheme does not extend to those on Continuance Fees or to those on LOA.

### General terms of the scheme

- The total budget for this scheme is €7000 in AY2018-19
- Once this amount is exhausted, no further applications will be accepted, irrespective of the time of year when funds run out
- Students may apply for up to a cumulative maximum of €500 in a single academic year
- Funding may be sought to support one or more conferences at which separate and distinct papers are presented
- Where a paper/poster is co-authored or multi-authored, only one PGR (agreed by the authors) will be funded to present it
- Arising from this paper/poster presentation, it is expected that a written paper will subsequently be submitted for publication in an appropriate journal/edited book etc. on the advice of the academic supervisor(s)

### Applications

Applications must be submitted at least 10 working days before the conference event by email to [RGSO@mic.ul.ie](mailto:RGSO@mic.ul.ie)

Applications will not be approved retrospectively under any circumstances.

Application forms must be accompanied by:

- Proof that a conference paper/poster has been accepted for presentation
- Written quotes for travel: flights/trains/buses
- Details of all other costs e.g. Registration Fee

### Eligible costs

Eligible costs are public transport, subsistence costs and registration fees. Public service rates will apply.

Those who elect to use private cars for convenience instead of public transport may claim the same amount as the cost of public transport in respect of the same trip. Taxi fares are not eligible expenses.

Costs must be calculated and agreed in consultation with the Research & Graduate School in advance of submitting an application.

The scheme does not guarantee that all costs will be covered.

### **Claiming costs**

There is a specific Claims Form that must be used to claim reimbursement of costs under the terms of this scheme. This can be found on the relevant RGS web pages, along with other scheme documentation.

Completed Claims Forms must be accompanied by relevant original receipts.

An electronic copy of the conference paper/poster must be submitted to the Research & Graduate School ([RGSO@mic.ul.ie](mailto:RGSO@mic.ul.ie)) for audit records. Conference posters must be loaned to the RGS for display for a period of 3 months.

Claims for reimbursement of costs under this scheme must be made as soon as possible following the event, and no later than three (3) calendar months after the event \*. Failure to claim within this time will void entitlements.

*(\* It should be noted that the College Financial Year ends on 31<sup>st</sup> August annually. The annual closing date for claims to be lodged with the Finance office is the 3<sup>rd</sup> week in August, after which claims will be void. All claims must be processed through the RGSO in advance of this date. It will not be possible to accept late claims in the RGSO or in the Finance Office.)*