



2020 PhD Student Conference Fund Guidelines

The CLL Research Committee invites applications to assist a number of PhD students to present their own independent thesis research at significant national or international conferences or workshops. There are two rounds per annum. Funding is limited and competitive, and distributed over the two rounds. Please apply in the appropriate round, as applications pertaining to conferences outside the stipulated time frames will not be considered.

PhD Round 1: Applications due Wednesday, 12 February. Assessed 19 February.
(For conferences held until the end of October).

PhD Round 2: Applications due Wednesday, 16 September. Assessed 23 September.
(For conferences held November 2020 to end April 2021).

1. You must have completed your Provisional Year and had your PhD registration confirmed. Please attach evidence from the UoA Graduate Centre of the official confirmation of your PhD registration.
2. Maximum support available is **\$1,000**. You should explain how your PReSS account is being used in 2020.
3. In the case of a joint presentation with your supervisor, please indicate clearly if the research is your own independent research and if you are the leading/first researcher for the paper.
4. Awards will be based on the quality of the application and the significant contribution that presentation at the conference will make to the timely completion of your thesis. Applications must be made on the CLL on-line application form. Please go to: [Arts > Current students > Doctoral students > School conference fund](#). The Doctoral students' page also includes other useful information in general.
5. Budget: Specify the components (airfare, accommodation, registration and airport transfers) of the total budget for your conference attendance. Per diems (for food, internet, etc.) will not be funded. Quotations for all airfares and accommodation must come from Orbit, the University's travel supplier (more information available on [Doctoral students](#) page, or email: travel.uoa@orbit.co.nz). Accommodation is to be of the mid or standard range. Orbit accommodation quotes should be without breakfast. We do not fund conference dinners.
6. All supporting documents must be uploaded in a single pdf. Endeavour to scan together all necessary documents in the same orientation so that Committee members do not have to adjust continually the viewing of the documentation on screen.
7. Retrospective applications for reimbursement (i.e., seeking approval and funding for a conference expense paid before funding has been granted) are not permitted for airfares and accommodation. You should plan your research and conference activities in advance and secure PBRF/conference funding before committing any funds. If exceptional circumstances do necessitate a retrospective application for accommodation only, please consult the School's Deputy Head Research.
8. You should consult the following University of Auckland policies: [Students Travelling Abroad Procedures](#), [Students Travelling Abroad Policy](#) and [Guidelines for students travelling overseas](#)
9. **NB:** Your supervisor must also provide supporting comments and a rating. The steps you must take when applying for the School Conference Fund are as follows:
 1. PhD has a conversation with the main supervisor about his/her application
 2. PhD submits an application online – online database status will show as “submitted by student.”
 3. The named supervisor in the application will receive an email with a link to the application, which will allow the supervisor to provide comments and rating.
 4. Once the supervisor submits the comments and rating, the PhD's application status will become “submitted” in the database, and will show up in the Committee's view.

You should plan ahead and have these sort of discussions early, so that the main supervisor would know to expect the link to their applications.

10. Successful applicants will be advised by **Wednesday, 26 February** (Round 1) and **Wednesday, 30 September** (Round 2).

Checklist of what you must provide:

- Abstract of conference paper and evidence of its submission.
- Acceptance letter if available. Funds will not be released until the Deputy Head Research has sighted the acceptance letter.
- Doctoral Annual Report or Provisional Year Report (as applicable). This is the annual report, not the registration document.
- Press Account report.
- All quotations:
- Airfare.
- Accommodation (without hotel breakfasts, as per diems are not funded).
- Conference registration fee; indicate if you are eligible for an early-bird registration fee.
- Ground transportation, airport transfers.
- Orbit booking fees.

Upload all documentation in a single pdf.

Questions:

If you have questions about the CLL PhD Student Conference Fund, please contact the CLL Deputy Head Research, Prof. Christine Arkinstall (c.arkinstall@auckland.ac.nz)

On technical questions regarding the application process, consult Anna Ma (n.ma@auckland.ac.nz).

If you are awarded funding, all travel and accommodation must be booked through Orbit, the University's provider. You will find instructions here:

<https://www.auckland.ac.nz/en/arts/current-students/doctoral/travel-booking.html>

If you have difficulties, you can contact Anna Ma (n.ma@auckland.ac.nz) for assistance.

The online application form includes an End Date of Activity/Project. This should be the date you return to Auckland from your conference or archive visit, for example, or when a research assistant will have completed their work. Any funds not expended by 15 working days after that date will return to the funding pool.

When submitting a Purchase Order:

Your Financial approver is Nina Mamnani (nmam001)

Your Line Manager is Bernadette Luciano (bluc005)

The cost centre/activity centre/department code for CLL is 1381.

The Product codes for each discipline are:

ALSL: A33F

AS: A33R

ELL & CompLit: A33S

Linguistics: A7XC

Translation: A7XD

Global Studies: A7YO