

Eligibility

Research Travel Grants are awarded, primarily, to assist with the cost of presenting research results at conferences and seminars, in the form of a paper ~~poster~~.

The following ~~staff~~ and doctoral research students ~~are~~ eligible to apply:

- All academic staff paid from whatever source, with the exception of those at professorial ~~level~~ 2 or above

- Other members of staff on the Research and Analogous salary scale except for those employed by bodies that already contain provision for attendance at conferences.

- Doctoral research students funded ~~with~~ the exception of those wholly external funded

Priority is given to those at an earlier stage in their careers ~~senior~~ staff should expect a reduced contribution

The application must include a short summary (no more than 300 words, excluding publications) on the relevance of the activity to the applicant's research interests and its contribution to the Research Division, Theme and/or overall University Research Strategy (Section 5).

Applications are considered on a 'rolling' basis by the Sub-committee. There are no closing dates for applications but retrospective applications will not be considered

Please complete the application form in full and email with supporting documentation to Preeti Trichur, Secretary to the RTG Sub-committee at researchtravelgrants@reading.ac.uk. The Secretary to the Sub-Committee

Conference costs and bookings

Travel costs

Applicants should include evidence of their full travel costs with their application. This can either be via confirmed bookings or quotes.

All travel and accommodation bookings must be made in accordance with the University's Travel and Expenses Policy <https://www.reading.ac.uk/procurement/media/project/functions/procurement/documents/travel-policy-v14-260623.pdf>

Carbon emissions

Claims should be made on travel and registration arrangements have been paid for and submitted no later than 6 weeks after the conference.

Note: The award will expire 6 weeks after the date of the conference/event. Claims received after this time will not be processed and monies will be redistributed to other applicants.

To claim your award, please use one of the following methods:

1. Expenses (preferred method)

Wherever possible, reimbursement of the award should be claimed by submitting a completed University online expense claim

The above information is for reference only. For more details, please refer to the University of Hong Kong (UHK) Policy on Travel and Registration Expenses (UHK/TT3 1 Tf -0610.N2.57 2M)