



Student Conference Funding Guidance & Criteria

This scheme aims to provide both undergraduate and postgraduate students with an opportunity to present their work (oral or poster) at an academic or non-academic conference and to support students in this process. We are hoping to fund a minimum of three conferences in the next academic year.

Individual awards will be made up to a maximum of £500, which can be used to cover the costs of the conference registration, standard class travel and accommodation. The funding is subject to the abstract being accepted, and the Students' Union reserve the right to negotiate the budget requested for the conference. Whilst applications will be required to be submitted at least 2 months in advance, you should not rely on being accepted when arranging to attend the conference. However, under certain circumstances we will consider applications submitted under the 2-month deadline.

Process

Applications must be submitted on the online application form below. They will then be considered and approved by the Student Conference Funding Panel, consisting of a member from the University of Lincoln Students' Union, a member from the Lincoln Academy or Learning and Teaching and a Director of Research.

Please allow a period of two weeks following the Panel meeting for a decision to be made, and be aware that the decision of the Panel is final and cannot be appealed.

Funding is **conditional until we receive evidence of the abstract being accepted** by the conference.

Your feedback is important to us, therefore following the conference, we ask that you submit a short reflective report (max. 500 words) on your experience at the event and service from the Students' Union. This will inform the programmes future development and allow for further promotional opportunities.

Eligibility

To be eligible to apply, students must:

- Be an undergraduate or postgraduate student in the upcoming academic year 2017/18
- Submit a fully completed application form and budget estimation
- Not have access to any other University Research funding means, either from your School/College or Postgraduate funding. All funding received will need to be specified.

- Have submitted their abstract to the conference, or have had their abstract fully accepted (with provided evidence, e.g. letter or email confirmation) Evidence of abstract submission or acceptance should be sent to: academicopportunities@lincolnsu.com
- Apply for a conference being held at least 2 months in advance **within the UK**

Valid expenditure includes: conference registration fees, standard class travel and accommodation (for up to 2 nights). It is encouraged that students look into contacting the conference to get their fees reduced or fully waived – the Students' Union will offer full support in liaising with the conference if preferred.

Assessment

Applications will be considered and approved by the Student Conference Funding Panel. The Committee will **give priority** to students who:

- Clearly demonstrate how they meet the eligibility and assessment criteria
- Have not had a prior opportunity to present their work at an external conference
- Can demonstrate that the conference will have benefits to either their academic or professional development

Please be aware that the panel may seek additional information if necessary.

Claiming Expenses

Successful candidates will be emailed prior to the conference taking place with our Expense Claim Form. Expenses must be claimed **no later than one month following the conference** and submission of feedback sheet. Receipts and confirmations can be scanned along with our Expense Claim Form and sent to the contacts below once the conference has taken place.

Please contact the Student Insight Department if you have any questions regarding the application or expenses process.

Amy O'Sullivan – AmOSullivan@lincoln.ac.uk – 01522 83 5322

Emily Stow – Estow@lincoln.ac.uk – 01522 83 7668

academicopportunities@lincolnsu.com

Criteria for panel:

1. Is the application complete with budget?
2. Is the application clear, concise and grammatically correct?
3. Is the funding collaborative with an academic?
4. Is there evidence that the conference is relevant to the students' academic interests or career development?
5. Has the student tried other means of University research funding or external conference funding beforehand? If yes, this will need to be specified as to what funding has been received
6. Has the student had any previous opportunities to present at a conference?
7. Has the abstract been accepted or failing this, has the abstract been submitted (with evidence)?
8. Has the application been submitted at least 2 months before the conference is held?