

Conference Support Payment

The UniSA DRH provides funds to assist allied health and nursing students who undertake rurally based projects that result in the acceptance of abstracts for presentations or posters at a relevant professional conference. The purpose of encouraging student attendance is to showcase rural placements and learning.

Support payments for travel, conference registration and accommodation: up to \$400*.

*This is dependent upon circumstances and availability of funding in the DRH funding pool.

The application process is highly competitive with more applications than funds available. The conference support is a modest amount, however it is expected that students may need additional funds.

Who is eligible

Funding is open to UniSA allied health and nursing domestic students currently enrolled in a UniSA degree program.

Applicants can only receive one successful application per year.

Presentations must be directly related to a rural placement/project supported by the UniSA DRH.

Students are required to show evidence of abstract acceptance as part of the application.

How do I apply

- Complete the Conference Support Funding Application Form
- Lodge your completed application, along with attachments to drhstudents@unisa.edu.au (attach conference brochure or website details and / or attach abstract or poster)
- Enquires can be directed to Sara Jones, Associate Professor: Rural Health Education and Training sara.jones@unisa.edu.au

Conditions

- Successful applicants will be paid funds into their Australian bank account when they can demonstrate evidence of their conference registration or attendance. Acceptable documents include
 - Tax invoice or boarding pass for flights
 - Tax invoice of conference registration
 - Tax invoice of accommodation provider
- Acknowledgement of the funding from the UniSA Department of Rural Health must be included in the presentation or on the poster.
- An academic referee, who may be either a member of the teaching staff with knowledge of the student project requirements or a direct supervisor of the project must be identified.
- Within 2 weeks of returning from the conference, recipients of Conference Support Funding are required to provide Sara Jones Associate Professor: Rural Health Education and Training sara.jones@unisa.edu.au with a 1 page report (max 500 words) detailing the conference experience and benefits/outcomes of the conference. Failure to provide report may forfeit payment.

1	STUDENT DETAILS		
	Title (Mr/Miss/Ms/Mrs)		
	First Name		
	Surname		
	Student ID		
	Citizenship Status		
	Date of Birth		

2	CONTACT DETAILS		
	Address (Number, Street, State & postcode)		
	Email Address		
	Telephone	H/W	Mobile

3	CURRENT PROGRAM		
	Program Name		
	Current Year level		

4	RURAL PLACEMENT DETAILS (relating to this conference application)		
	Placement Location		
	Supervisor (s)		
	Collaborating students		
	Placement Start Date		End Date

5 Conference attendance short paragraph

Please provide 300 (max) word summary outlining the reasons for attending the conference and how it will benefit you.

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6 ACADEMIC REFEREE

	Name	
	Telephone Number	
	Email Address	
	Academic Signature	Date

STATEMENT OF AGREEMENT

I acknowledge and agree that I will submit a post conference report of 500 words within 14 days of completion of the conference date. Failure to do so may forfeit the Conference Support payment.

STUDENT SIGNATURE

Date

CHECKLIST

Application should include: (tick box)

- Application Form
- Copy of conference abstract/poster
- Tax invoice

Forward applications to

Department of Rural Health
University of South Australia, Whyalla Campus
111 Nicolson Avenue
Whyalla Norrie SA 5608
OR
Email: DRHstudents@unisa.edu.au

Please complete the shaded sections

EXPENDITURE CLAIM : Conference Support Payment							
Payment to: (PLEASE PRINT FULL NAME)							
Address: (Number, Street, Suburb, State, Postcode)							
Email Address:							
Student ID No: (IF APPLICABLE – APPLIES TO CRITERIA 1 BELOW)							
Expenditure Details	GST Code	Sub Ledger	Cost Centre – Item Code	Amount \$			
Total for Payment							
Requirement for Withholding Tax: Where an ABN is not able to be quoted, 49% of the payment must be withheld unless one of the following items applies. Please choose one of the following criteria:							
1. <input type="checkbox"/> Reimbursement to student / visiting scholar (must attach an original tax invoice/receipt for the expense incurred). 2. <input type="checkbox"/> ABN not required for amounts that do not exceed \$50.00. 3. <input type="checkbox"/> Payment represents residential rent. 4. <input type="checkbox"/> Statement by Supplier (private declaration) provided (where the recipient has no ABN) for payments above \$75.00. 5. <input type="checkbox"/> Prize for which services were not rendered (attach supporting documentation). 6. <input type="checkbox"/> Donation (receipt documenting the donation is attached). 7. <input type="checkbox"/> Payment to an income tax exempt charity or government organisation. 8. <input type="checkbox"/> Refund to customer. Refunds of previously taxed revenue items require an Adjustment Note.							
PAYEE BANK ACCOUNT DETAILS							
Account in the name of:							
Bank:							
Branch:							
BSB number (6 digits):							
Account Number (maximum of 9 digits):							
AUTHORISATION							
I certify that the above expenditure is incurred for official University purposes, is correctly coded and is supported by appropriate documentation.							
Preparer/Claimant (signature)				Approver with VCA (signature)			
Preparer/Claimant's Name (print)				Approver's Name (print)			
Date		Ext		Date		Ext No	