1. Background

Australasian Conference of Undergraduate Research (ACUR) was established in 2012 by Macquarie University and is held each year in different universities on an ongoing basis. The ACUR is like any academic conference, except that the presentations are all given by undergraduate students. The goals of the ACUR is to provide undergraduates with:

- an opportunity to meet students from other universities
- share and report on research carried out within courses
- the opportunity to network with other undergraduate researchers from the same or different disciplines, and
- learn how other disciplines approach research problems.

2. Aim

Macquarie University Undergraduate Conference Fund (MQUCF) aims to support undergraduate students who have been successfully accepted to present at the annual ACUR.

In 2017, the Office of Pro Vice-Chancellor (PVC) Learning and Teaching and the Dean (Higher Degree Research), will fund up to five research undergraduates from across the University to attend and present at the ACUR conference, providing up to a maximum of $1,000 to each of the successful applicants.

3. Eligibility

Macquarie undergraduate candidates undertaking a research-based degree program are eligible to apply. Each application will be assessed on merit and must meet the minimum requirements:

- have been accepted and notified by the ACUR Conference Committee to give a spoken presentation on their paper. (Please provide evidence once ACUR notifies their acceptance)
- are enrolled at Macquarie in a full-time or part-time degree at the time of the ACUR Conference.

4. Funding criteria

A comprehensive budget is an essential part the application, which includes a clear and accurate costing of budget items and a brief justification of each budget item. Applications may be made to cover the following conference travel costs:

- conference registration fees
- flights, or other travel costs
- accommodation.

It is acknowledged that supporting faculties may also provide undergraduates attending the ACUR Conference with some funding. The allocation of these funds will not cover any costs already covered by the faculty.

Flight bookings must be made through the Macquarie University travel booking channels. A quote must be submitted to the Office of PVC Learning and Teaching (via pvclt@mq.edu.au) before any funds are released to successful applicants.

For successful applicants, the University will provide insurance to cover the endorsed conference travel.
5. **Deadline and submission**

The funding deadline is on **Wednesday 16 August 2017**.

Applications must be submitted to the Office of PVC Learning and Teaching via pvclt@mq.edu.au using the MQUCF application form.

Additional required attachments (eg. ACUR acceptance notification, travel quotes, etc) must be provided to the Office of PVC Learning and Teaching **no later than Monday 21 August** *(or as soon as possible after ACUF send out notification of approval on 11 August)*.

6. **Assessment**

A selection panel will be appointed by the Office of PVC Learning and Teaching, and chaired by the Pro Vice-Chancellor (Learning and Teaching). Its membership will include Associate Deans Learning and Teaching (rotates, 1 per panel), Learning Innovation Hub, representative from Learning and Teaching. All applications will be reviewed and assessed on merit by this selection panel and all applicants will be formally notified of the outcome via email.

7. **Conditions of award**

Successful applicants will receive a ‘Letter of Offer’, detailing the award conditions and instructions on how to accept these funds.

- Funds are provided to attend the ACUR conference only, and are subject to the endorsement by the Associate Dean (Learning and Teaching) of the relevant faculty.
- Funds must be spent within 2017.
- All applicants are required to complete an Evaluation / Final report within one month of attending the ACUR conference, and submit to the Office PVC Learning and Teaching (pvclt@mq.edu.au).

Provided all conditions of the award have been met and agreed to, the Office of PVC, Learning and Teaching will commence the process to distribute these funds.

8. **Support**

All questions should be directed to the Office of PVC, Learning and Teaching via pvclt@mq.edu.au.