

**CANTERBURY BRANCH**  
**THE ROYAL SOCIETY OF NEW ZEALAND**  
FOUNDED IN 1862 AS THE PHILOSOPHICAL INSTITUTE OF CANTERBURY

***STUDENT TRAVEL AWARDS***  
**GUIDELINES AND APPLICATION FORM**

**For many years the Canterbury Branch of the Royal Society of New Zealand has made travel awards to students of science at local tertiary institutes. Awards are not large, but are available to assist recipients in presenting their results at conferences, both in New Zealand and overseas.**

***Guidelines (Revised 7 Jul 2023\*)***

1. Awards are regarded as Grants-in-Aid to assist New Zealand citizens\*\*, in particular those unable to obtain significant assistance from other sources. Awards are not normally available for the presentation of research associated with full-time employment.
2. Awards are normally made to young scientists based at a tertiary institution in Canterbury, New Zealand who are engaged in thesis work and will present their results at scientific meetings. In some cases this can include students completing their final year of a Bachelors Honours degree, e.g. BSc(Hons), BE (Hons), BA(Sc)(Hons). Awards may also be available where an opportunity becomes available during the course of study (but not when planned at the commencement of the study) for a student to visit a research institution or similar that would benefit the applicants thesis research
3. Travel awards will *normally* be not more than **\$400** for New Zealand conferences, **\$700** for Australia/South Pacific and **\$1000** for Perth and Pacific rim, Australia and \$1250 rest of world. If an award has been granted previously then a \$1250 “lifetime” maximum will normally be applied.
4. If there is a significant shortfall between the total of grants received and the costs of travel a supplemental amount up to 50% of the amount awarded may be granted. The extra amount will help towards 60% of costs but not more. This supplement is generally available to those without significant other support for their study. This may be applied for when all grants and costs are known by the applicant who should then contact the awards subcommittee with appropriate details. \*\*\*
5. No award will be made for an application directly relating to logistic support for thesis study.
6. Applications should be made at least **4 weeks in advance** of the conference but preferably longer. Deadlines are normally the 8th of each month from February - November. Decisions will usually be made within a month of each deadline.
7. **Membership of the branch is not required and is of no advantage to your application.** We welcome student members who are interested in a long term membership of the branch.

\* Please check our website for the latest version of this form if you did not obtain it directly from there.

\*\* Australian Citizens who are long term New Zealand residents are also eligible. Proof of Citizenship is required with the application, a scan or photocopy of the photo page of your passport is sufficient. If you are not travelling internationally and don't have a passport then please contact us for advice.

**\*\*\* Examples typical of an international conference**

Total costs \$5000, Our Grant \$1000, total grants \$3000 – no top up

Total costs \$5000, Our Grant \$1000, total grants \$2700 – \$300 top up

Total costs \$5000, Our Grant \$1000, total grants \$2500 – \$500 top up

Total costs \$5000, Our Grant \$1000, total grants \$2000 – \$500 top up

## **Conditions of Awards**

1. Awards may only be used for the purpose stated in the application, or as otherwise agreed by RSNZ, Canterbury Branch.

2. A report suitable for publication in the Branch Newsletter, covering the project or the conference will be submitted within 2 months of conclusions of the travel.

*Guidelines for Reports:*

- a) Length of around 400 words.
- b) Remember that our members are enthusiastic about science but come from a variety of disciplines so please explain your work for a knowledgeable but general audience.
- c) Include the following information:
  - i) Name, location, and date (including year).
  - ii) Where are you a student and at what level.
  - iii) Type of presentation, e.g. poster or talk.
  - iv) Research you presented and why it was relevant at this conference.
  - v) How attending the conference helped you.
  - vi) Contact email address
- d) Please include a photo of yourself or your work. The photo should be a jpg file with a resolution of 300 dpi. Photos should be attached separately and not embedded in your report.

The photo and report should be emailed to [awards@royalsocietycanterbury.org.nz](mailto:awards@royalsocietycanterbury.org.nz) (word format preferred) or sent to Canterbury Branch RSNZ, PO Box 8558, Riccarton, Christchurch, New Zealand

An application form is on the next sheet. Forward this application and any supporting information (preferably by via E-mail in a format that we can readily extract your information (not scanned images)) to:

**Travel Awards Sub-Committee,**

**Canterbury Branch RSNZ**

**PO Box 8558**

**Riccarton**

**Christchurch**

Email: [awards@canterbury.rsnzbranch.org.nz](mailto:awards@canterbury.rsnzbranch.org.nz)

Please ask a referee (normally your thesis supervisor) to E-mail a letter of recommendation, or include the letter with your application. This letter and the supporting documentation need not be long, but should confirm your status and plans.

**APPLICATION TO THE CANTERBURY BRANCH ROYAL SOCIETY  
OF NEW ZEALAND FOR A TRAVEL AWARD**

Name, email, contact address, phone no.:

Current occupation, institution, department/group position:

If postgraduate student, indicate if **Masters** **Ph.D.** **Other** .....

Name, location and date of conference or research:

Please indicate whether this is an oral, poster, other type of presentation or research

Give **Short title** and brief overview of the subject of your presentation (approx 150 words) or research

Indicative summary and **total** of overall costs:

Summary of other sources of support sought, or part of scholarships etc and whether these are successful/pending/granted and how any deficit between funding and costs will be covered (e.g. personal funds):

Indicate briefly the nature and value of any scholarships etc that support your current study.

Other conferences (if any) you have attended as part of you current study

Brief personal details

Person who will forward additional comments regarding the conference or project:  
(Include mail and email addresses and telephone numbers and ask your referee to forward comments directly to the Awards Sub-Committee convenor at the address on the previous page, or include with your application).

Details of any previous awards received from the Canterbury Branch of the Royal Society:

**I agree to comply with the conditions which may be made for any award.**

**Signature**

**Date**

***N.B. Attach a scan or photocopy of the photo page of your passport before posting,  
this only needs to be low resolution***