Application Form

UNSW Carers' Support Fund

Important Notes:

- Applications must be submitted by the assessment round deadline *prior* to the date of the activity (refer Conditions of Funding, Section 4 as found on [the UNSW Carers' Support Fund page](#)). **Retrospective applications will not be accepted.**
- Please ensure your Head of School has pre-approved your trip, prior to commencing this application.

PERSONAL DETAILS

Name:		zID:	
Email:		Phone:	
Faculty:		School / Centre:	
Position/s:			

HDR Student, Academic or Professional level (e.g., C or 8.2)	
Full-time / part-time:	
Number of dependent/s	
Type of dependent/s (e.g., child/ren, parent, partner)	

CAREER DEVELOPMENT ACTIVITY DETAILS

Name of Activity	*(e.g., name of conference)*	
Type of Activity	*(e.g., conference, networking opportunity)*	
Dates of Activity:		**Location:**
Travel Dates		
Active Role (e.g., presenter, keynote, networking for benefit of research)		
Title of Paper (if applicable):		

Has your paper been accepted for presentation (if applicable)?	

BUDGET WORKSHEET

- Please list caring expenses and any other funding / income for applicant's participation in activity.
- Please include all *anticipated* extraordinary caring expenses
- No new items can be claimed post-travel even, if actual expenses do not reach maximum limit.

List estimated caring expenses below	$
University / Faculty / School travel funding:	
Conference / Workshop organiser's contribution:	
Amount requested from UNSW Carers Support Fund:	$

PAYMENT

- ☐ I have paid out of pocket for all caring related expenses
- ☐ I have booked all caring related expenses through myTravel@UNSW
- ☐ I have partially booked caring related expenses out of pocket and through myTravel@UNSW

If you have incurred caring expenses directly, please following the instructions for reimbursement in the Conditions of Funding Section 8: Documentation and Reimbursement, UNSW Carers' Support Fund page

If you have booked any caring-related travel through myTravel@UNSW, please indicate the relevant account codes below. Access, Equity & Inclusion will arrange a journal transfer for the relevant portion of the costs, following receipt of documentation.

Fund Code	
Department Code	
Project Code	

CONFLICT OF INTEREST DISCLOSURE (IF APPLICABLE)

Applicants must declare any potential conflict of interest. One example may be if the extraordinary care is provided by a carer who is also a UNSW employee.

SUPPORTING DOCUMENT CHECKLIST

Please attach the following documentation with this application:

- ☐ Written confirmation of participation in activity
- ☐ Quotes for travel / airfare / accommodation
- ☐ Quotes/letters for caring arrangements

Please submit your application and supporting documents, by the relevant assessment round deadline, by [emailing the Access, Equity & Inclusion Team.](#)

Applicants will be advised of the outcome of their applications via email, *within 2 weeks* from the assessment round deadline.