



One of the main activities of the NZMS is the provision of financial support to students in mathematics in New Zealand. Towards this aim, the Society invites applications for Student Travel Awards from students to support them presenting their research at conferences, attending workshops, and developing new collaborations. Preference may be given to students enrolled for postgraduate degrees. NZMS Student Travel Awards are not intended to cover the full costs of attending a conference or workshop. Rather they are intended as a contribution towards these costs and to give students experience in applying for external funding. Awards will normally be for amounts up to \$1500.

### Regulations

1. The NZMS Student Travel Awards will be awarded to students enrolled for a degree in mathematical sciences at a New Zealand University who can demonstrate that they are involved in the NZ Mathematics community. Students must be enrolled at the time of the proposed travel.
2. Awards are intended to help support students, with limited or no access to other support, to present their research at conferences, attend workshops, and develop new collaborations.
3. NZMS Travel Awards will be decided by the Council of the New Zealand Mathematical Society, on the basis of the scientific benefits anticipated from the travel and the availability to the student of other possible sources to fund the travel.
4. Applications will be considered quarterly, with deadlines as specified on the website of the New Zealand Mathematical Society. Travel should commence at least one month after the application deadline. Retrospective applications will not be considered.
5. Students may apply for a NZMS Travel Award more than once during their enrolment for a postgraduate degree.
6. All funded travel are expected to be completed within nine months of notification of the award or funding must be returned, delays can be granted in exceptional circumstances.
7. Awards will normally be for amounts in the range \$200 to \$1500.
8. Recipients of a Travel Award must provide a report to the NZMS within three months of completion of the travel, giving details of the travel undertaken and of any outputs or benefits. Within this time period, recipients should also provide appropriate receipts to the NZMS Treasurer.
9. The NZMS Travel Awards are supported by a grant of \$5000 per annum from the Margaret and John Kalman Charitable Trust. This support will be reviewed every three years by the Trustees, at which time a decision will be made either to continue, or discontinue, support of the Awards.

Applications without **all** the supporting material will be returned without being considered by the Council. (See page 3 for guidelines on the preparation of supporting material.)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please email your completed application, including the required supporting evidence, as a **single pdf file** to the NZMS secretary:

Associate Professor Geertrui Van de Voorde: [geertrui.vandevoorde@canterbury.ac.nz](mailto:geertrui.vandevoorde@canterbury.ac.nz)

## **Guidelines on the preparation of supporting material**

*Applicant statement (limit 400 words):* A statement (written by the applicant) outlining the nature of the activity for which the funds are being sought (include applicable conference or workshop details and URLs), the scientific benefits of the activity, and the applicant's involvement in the NZ mathematics community. Possible ways of demonstrating involvement in the mathematics community include, but are not limited to:

- a record of participation in New Zealand conferences, such as: the NZMS Colloquium, the NZ Mathematics and Statistics Postgraduate Conference, MINZ, NZMRI Summer workshops
- delivering public lectures with mathematical content or research seminars in New Zealand
- teaching or tutoring of mathematics, or outreach activities about mathematical research
- leadership within a mathematics student community

*Supervisor or HOD statement (limit 300 words):* a brief supporting statement outlining the relevance of the activity to the applicant's studies. For postgraduate students, this statement should normally be written by the applicant's research supervisor. In case the supervisor has a substantial grant (e.g. a Marsden fund grant) or the student's department has funding which could cover the student's travel it needs to be carefully justified why these options are not or only partially being used.

*Presentation details:* The title, details (abstract), and status (e.g. proposed/accepted) of any oral and/or poster presentations (including confirmation emails).

*Budget:* A budget of total expected expenses, including supporting evidence (quotes) for any flights, accommodation, and registration fees that are included. NZMS student travel awards are not intended to cover the full costs of travel, but can be used to cover a shortfall from other sources of funding. Please detail all other sources of assistance sought/approved towards the cost of your travel, including dollar amounts. Note:

- the NZMS expects students to choose thrifty travel and accommodation options; if you have included quotes for more expensive options, e.g. hotels instead of hostels, please justify this choice
- when a hotel is the only option, the budget should be for a shared room
- the NZMS does not cover subsistence costs
- special circumstances, such as needing a larger room to accommodate children, may be part of the budget, and will be considered
- prepare your budget in an honest, but realistic, way (and take particular note of Regulation 6)
- NZMS funds are limited, and awards may be for less than the full amount sought