



TRAVEL APPLICATION GUIDELINES

The GWRDC will consider applications for travel, study tours or conference attendance that align with the GWRDC's R&D priority areas and can demonstrate that benefits will accrue to industry and/or existing research.

Applications should highlight **both** the professional development benefit to the applicant, and the mechanism for dissemination of knowledge to industry, with the benefits to arise from this.

Relationships between the proposed travel and current or potential R&D should be clearly explained.

The GWRDC invites and assess Travel Applications twice a year. The application closing date (regardless of the date of travel) is the first Friday in June and the first Friday in December.

Travel applications must:

- be completed on the GWRDC's Travel Application form, and
- be signed by the Applicant, the Project Supervisor, the agency authorised person and the Administrative Contact, and
- be submitted on or before the due date.

To submit your application:

- Mail / courier one (1) original, signed hard copy to the GWRDC (please note electronic signatures will not be accepted), and
- Email an electronic copy to applications@gwrdc.com.au

A Final Report, including an Executive Summary and an Abstract, is required to be submitted to the GWRDC within one month of completion of the travel. A financial reconciliation detailing expenditure of GWRDC funds must also be included.