

Guidelines for Conference Support Fund applicants

Purpose

Each year the Queensland College of Teachers (QCT) awards funding to a small number of registered Queensland teachers presenting their academic research papers at key Australian education conferences.

Formerly known as Research Grants for Teachers, the Conference Support Fund reimburses up to \$2,500 towards conference costs, including registration fees, travel and accommodation associated with attendance.

This initiative is part of the QCT's program of activities to promote teaching as a profession. Successful applicants' research papers will be publicised on the QCT website and/or other QCT publications.

Research

Research may include action research, evaluation of pedagogical approaches or case studies of a group of children/ students. It should be informed by evidence-based practice. Research can come from primary, secondary, or early childhood settings.

Eligibility

To be eligible to apply for QCT Conference Support Fund assistance, you must:

- be registered as a teacher in Queensland, and teaching in a Queensland school or early childhood setting
- be undertaking, or recently completed within the last six months, teaching-based academic research
- have written a paper to present at an Australian state or national education conference
- have confirmation to present, or confirmation of request to present, at a conference.

Queensland registered teachers undertaking postgraduate study may submit their academic research projects they wish to present, for consideration.

If papers are co-authored, the role of each author should be made clear, and the position and institutional affiliation of each author should be stated in the application form.

Successful applicants should not be the recipient of any other travel funding to attend the conference.

Previous recipients of the QCT's Research Grants for Teachers may apply with new research but must declare previous funding on their application.

Timelines

Applications are open throughout Terms 2 and 3, 2025. Applications close on 1 September 2025 (Week 8).

A QCT judging panel will meet in Weeks 5 and 9 of each term to review all applications submitted by the following dates, and make funding decisions soon after:

- **12 May 2025** – first judging panel meets in Week 5, Term 2
- **9 June 2025** – second judging panel meets in Week 9, Term 2
- **4 August 2025** – third judging panel meets in Week 5, Term 3
- **1 September 2025** – fourth and final judging panel meets in Week 9, Term 3

If you already presented at an Australian education conference in Term 1 of 2025, you may still apply for funding as the programme reimburses costs. The same eligibility criteria apply.

If you are presenting at an Australian education conference in Term 4 of 2025, you must submit your application for funding before the Term 3 deadline: 1 September 2025. Applications will not be considered in Term 4.

How do I apply for the Conference Support Fund?

Apply via the online form on the [QCT Conference Support Fund webpage](#).

The following details must be provided in your application:

- **Personal details:** including teacher registration number, contact details, and school details.
- **Conference details:** including conference name and organiser, location, and dates.
- **Conference costs:** the actual or expected costs of conference attendance, which must be verified with receipts to the QCT after attendance and not exceed \$2,500 per application.
- **Academic research title:** including title of paper, aims and significance of research, methodology, outcomes, and a short literature review.

The following documents must also be submitted with your application:

- confirmation to present, or confirmation of request to present, at an Australian education conference
- copy of your academic research paper, or draft/abstract if it is incomplete
- a letter of support from your principal or university supervisor.

What process will be used to select grant recipients?

The QCT judging panel will use the following selection criteria to assess applications:

- significance of research (classroom, school and/or professional level)
- clearly articulated methodology
- coherent organisation and clear written expression
- relevance of the paper to the conference.

The selection panel's decision is final.

What is covered and how is it paid?

Conference Support Fund assistance is contingent on acceptance of your research presentation proposal by the relevant conference organiser in writing and will be paid as reimbursement.

It covers up to \$2,500 for one person per application towards the following costs:

- conference registration fees
- return economy-class air travel (if required) to the conference from the port nearest the teacher's residence in Australia
- car hire, or expected cost of petrol/parking to drive own vehicle to the conference
- accommodation associated with conference attendance

Teacher Relief Scheme (TRS) funding is not available to cover conference attendance.