

MAGIC Postgraduate Student Conference Fund

Purpose of Conference Fund: To facilitate off-line, face-to-face academic interactions between mathematics postgraduate students registered at MAGIC consortium universities.

Structure: Conference organizers are free to devise their own plans for how a MAGIC conference will be structured and may apply for a grant from MAGIC for funding. The conference may include talks by external speakers, workshops, short courses or mini-symposia at larger conferences.

Timings: Conferences may be one-day, or over a few days. Checks should be made to ensure the dates do not clash with other major mathematical meetings. If the applicants' institution is hosting a major meeting, they might wish to exploit the presence of international speakers to run a meeting in series.

Eligibility: Applications should be made by the Chair of the conference organizing committee. The organising committee will normally comprise registered research students in one or more of the MAGIC consortium universities. The committee should also include at least one academic staff member in advisory capacity.

Criteria: Applications will be judged by the MAGIC Management Committee (MC). Priority will be given to applications that bring together a significant number of MAGIC students, and where funds provided will be necessary for the success of the meeting.

The MC expects that any conferences it supports will be open to all research students in a wide range of subject areas of mathematics, that are enrolled in a research degree programme at a MAGIC consortium university. Partial support of larger conferences including other research students is not ruled out, but for such meetings the grant should normally cover only contributions to enable MAGIC consortium participants to attend.

Please note:

- Reasonable registration fees should be charged to participants.
- The Committee will give preference to general meetings covering several areas of pure, applied, statistics and/or operational research, rather than specialist meetings.
- The conference should be organized by students for students, although academic staff members should offer guidance and mentoring on planning and organization.
- Financial management should be done through the host Department/School.

The grant can contribute to travel, accommodation and subsistence costs, but not registration fees of participants and invited speakers. The application should include the name, institution and area of expertise of the invited speakers for whom funding is requested. The grant may not be used to cover the cost of administrative help or publicity - the registration fee may be used in this respect.

Application process: Application forms may be downloaded from the MAGIC website under “Policies and Forms” <https://maths-magic.ac.uk/admin/documentation/index.php>. Applications should be set out clearly and self-contained; please do not append documents that contain irrelevant detail or refer to websites for key information. Please email all applications to admin@maths-magic.ac.uk. Queries regarding applications can be addressed to Professor Peter Ashwin (Director of MAGIC, p.ashwin@exeter.ac.uk) who is happy to discuss pre-submission proposals informally with potential applicants.

Eligible costs: These may include:

- Travel and subsistence expenses (but not salary) of principal speakers.
- Support for research students, travel and subsistence.
- Limited other costs – please consult with the MAGIC Director

Grants must be claimed within a specified financial year. Please ensure that you state in your application when you intend to claim the grant. Grants can only meet actual expenditure on items in the application. Any surplus must be returned to MAGIC as soon as possible and may not be used for other purposes. As a guideline, past MAGIC student conferences have received between £1k and £3K of funding.

An academic and financial report of the conference should be sent at latest 3 months after the end of the conference.

Checklist: The following will be used by the Management Committee when assessing applications:

- Mathematical quality of the proposed meeting.
- Well-argued proposal, with a clear statement of the meeting aims.
- Well thought out and cost-effective budget, restricted to allowable costs, and an appropriate and clearly identified balance of funding from other sources/ registration fee.
- A necessity for the funding to ensure success of a project.
- Likely beneficiaries including a range of current MAGIC students.
- Potential to publicize the work of and raise the profile of MAGIC.
- Sufficient time and plans for publicity.
- Receipt of satisfactory reports on previous grants awarded by MAGIC.

Deadlines and decision timetable: The deadline for receipt of applications is 1 December, or 1 May. Decisions on the application will normally be made within 4 weeks of the deadline.