How to Apply for
The Disability Travel Support Fund

STEP 1—Eligibility

1. Be a current fixed-term or continuing UQ staff member with a disability;
2. Be accepted into the activity they are travelling for, such as a conference, and have funding to cover their own attendance and travel, aside from any additional costs that may be incurred due to their disability;
3. Demonstrate that the travel is of benefit to the University and the applicant’s career development/progression;
4. Demonstrate that reasonable adjustments are required due to travelling with their disability/condition;
5. Demonstrate that other existing funding sources, such as funding from the School or an external grant which supports the project/travel, do not sufficiently cover all disability-related expenses; and
6. Have support from the Head of their Organisational Unit to support the activity.

Please submit your application via email to your local decision maker, or to Workplace Diversity and Inclusion where non-disclosure of disability is preferred, with the following information in no more than 500 words:

1. Confirms their eligibility to access the DTSF (as per Step 1);
2. Outlines the nature of the travel and impact on career outcomes;
3. Outlines how the DTSF will be used;
4. Includes an itemised account of intended costs;
5. Outlines different support options with costings for each option; and
6. Includes any other relevant information.

Once your application is approved by your local decision maker, it should be emailed to ideals@uq.edu.au. If you are sending this directly to Workplace Diversity & Inclusion, you will need to explicitly show your eligibility as per Step 1.

STEP 2—Applying

STEP 3—Application Assessment

Once submitted, a Funding Panel will assess your application according to the following criteria:

1. Applicant meets the eligibility requirements for funding;
2. The purpose of the travel is of benefit to the University and the applicant’s career development/progression;
3. The applicant has been unable to source support funding through other means;
4. Financial assistance from the DTSF mitigates barriers that would otherwise prevent the applicant from fully or safely participating in the career development activity;
5. The proposed mode of travel and adjustments are reasonable and cost effective; and
6. Any other considerations as relevant to the individual’s situation.

For more information, see here: