

# 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.



## STEP 2—Applying

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](mailto: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 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:

<https://staff.uq.edu.au/information-and-services/human-resources/diversity/disability>