1. Introduction

The Research Committee considers that the main benefit for the researcher and the University derived from attendance at conferences is the opportunity to report current research outcomes to an international audience of experts and obtain feedback which may result in improved techniques and new ideas. Consequently, these grants are targeted at researchers who are presenting a paper or giving a plenary lecture. It has been recognised that linking the grant to presenting a paper may limit researchers in the creative and performing arts, where equivalent research outcomes may be in the form of exhibiting works, etc. Hence additional criteria have been set for researchers in these fields (see Section 5 – Information for Applicants in the Creative and Performing Arts).

2. Eligibility

To be eligible for a Conference Travel Grant the applicant must be employed in, or have accepted appointment to, a position at the grade Academic A or above in one of the following categories:

- A permanent or probationary appointment; or
- Holders of an ARC, NHMRC or other externally funded Postdoctoral Fellowship; or
- A fixed term continuing appointment for a period of not less than two years; and
- An appointment of at least 50% of full time.
- Engineering and Built and Environment staff must have Level A – C Academic employment

**FACULTY OF EDUCATION AND ARTS (FEDUA) ONLY:** To be eligible for a 2015 conference travel grant – previous recipients of conference travel grants between 2010 and 2013 must have produced a research output such as a journal article or book chapter or equivalent creative output as a result of the funding

NOTE: Early Career FEDUA researchers are exempt from this eligibility criterion.

Conjoint appointees in the Faculty of Health and Medicine are eligible.

Conjoint appointees from the Faculty of Engineering and Built Environment are not eligible to apply.

Conjoint appointees from the Faculty of Education and Arts are not eligible to apply.
The grant must be expended within the duration of the appointment and within the year it is allocated. Researchers who are on Leave without Pay at the time of the conference are not eligible to receive a Conference Travel grant.

Researchers would not normally be eligible for a Conference Travel Grant whilst on an approved Special Study Program (SSP).

3. Level of Support

Support will only be given to researchers who:
- Have been accepted to present a paper;
- Have been invited to present a plenary lecture;
- Will deliver an equivalent presentation in the area of Creative and Performing Arts (see section 5).

The level of support will be calculated on the researcher’s University weighted publication score averaged over the three previous years for which publication data has been collected and audited relative to their Faculty. For example, 2015 allocations will be based on the average publication score for the years 2011, 2012 and 2013. Note, from 2007 the publication score is not divided by the number of authors on the publication. Only publications entered into the Research Office database will be considered in this calculation. This score can be obtained from WARP under the heading Researcher Publication Score (http://www.newcastle.edu.au/service/research-performance/warp/).

The funding level will be awarded according to the following categories of weighted publications scores:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>First Tier (FEDUA $0) (FH $1,000) (FEBE $800)</th>
<th>Second Tier (FEDUA $0) (FH $1,500) (FEBE $1,200)</th>
<th>Third Tier (FEDUA Australian Conference $750 International Conf. $1500) (FH $2,000) (FEBE $1,500)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Health &amp; Medicine</td>
<td>&lt;0.17</td>
<td>0.17 – 1.43</td>
<td>&gt; 1.43</td>
</tr>
<tr>
<td>Business &amp; Law</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Education and Arts</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>&gt;1.5</td>
</tr>
<tr>
<td>Science &amp; IT</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Faculty of Engineering and Built Environment</td>
<td>&lt;0.33</td>
<td>0.33 – 1.43</td>
<td>&gt; 1.43</td>
</tr>
</tbody>
</table>

Staff in the following categories will be recognised as at least Second Tier status (Faculty of Education and Arts Third Tier):
- Early Career Researchers as defined by the Early Career Researcher Scheme; or
- New Staff members who have been appointed in the previous three years, (1 January 2012 – 31 December 2014) and so three years of audited publication data are not available.
The grant is awarded as a grant-in-aid in respect of the economy travel cost and registration. Where the cost of the travel and registration is less than the amount calculated above the smaller amount will be awarded.

If a researcher believes that their research income track record is stronger than their publication track record then assessment can be made on their research income. If research income is to be assessed, then until an automatic assessment can be developed, the researcher will be responsible for providing a list of their research income earnings over the same three year period as publications. The Research Office will assess the research income against a Faculty income level by equally portioning external grant income between all CI’s (including externals so equivalent to publications calculation) and averaging it over the same three years as the publications. The categories for funding are still to be finalised.

4. **Maximum Number of Grants**

A researcher can only hold one Conference Travel grant in any one calendar year (the year being taken from the date of the conference not the date of the application).

Only one conference travel grant will be awarded per paper; that is, two researchers cannot receive a Conference Travel grant to present the same paper.

5. **Information for Applicants in the Creative and Performing Arts**

The equivalent to presenting a research paper or giving a plenary lecture for applicants in the Creative and Performing Arts is still to be determined by the Research Committee. Until the criteria have been determined, the Assistant Dean (Research) of the Faculties from which the application originated will adjudicate whether such an application falls within the definition of "equivalent" research.

The funding level will be awarded according to average University weighted publication score as stated in section 3.

6. **Application Procedure**


When completing the application form, applicants should:

- Complete the form using a word processor;
- Check that a copy of one of the following is attached:
  - Acceptance to present a paper; or
  - Invitation to give a plenary lecture; or
  - Evidence of equivalent presentation for Creative and Performing Arts.
- Obtain their Head of School’s signature on the relevant section of the form;
- The original application is to be submitted to the Research Office. Applicants should keep a copy of the completed application.
- Quotes are required for all domestic and New Zealand travel
- Quotes are not required for other international destinations as it is assumed that travel and conference registrations will exceed the maximum amount offered of $2,000
- Travel grants are a contribution towards airfare and conference registration and do not cover other expenses such as accommodation

7. **Payment and Travel Arrangements**

The amount of the grant-in-aid will be stated in an email to the researcher, which will also include the project number for the grant.
The arrangement of all travel must be made in accordance with the University of Newcastle’s Travel Policy (www.newcastle.edu.au/services/travel/policies.html). Staff are to note that the University’s approved travel management company must be used to facilitate travel arrangements and that no expenditures are to be incurred either on University funds or personally, with the expectation of future reimbursement, until such time as grants have been approved.

8. Reports
Grantees are required to submit a report to the Research Office within two months after attendance at the conference. The report form is available from the following Research Office web site: http://www.newcastle.edu.au/research/grants/int/conference-travel-grants.html

9. General
Researchers requiring further information should contact staff in the Research Office.