**Research Conference Travel Grant Scheme**

**2019 Guidelines**

### 1. Introduction

Attendance at conferences provides an opportunity for researchers to report on their current research outcomes to an international audience of experts and obtain feedback which may result in improved techniques, novel ideas and collaboration.

**2. Eligibility**

To be eligible for a Conference Travel Grant the applicant must be:

1. Presenting a paper or giving a plenary lecture.
2. Be employed in, or have accepted appointment to, a position at the grade Academic A or above, within the Faculty of Health and Medicine in one of the following categories:
* A permanent or probationary appointment; or
* Holders of an ARC, NHMRC or other externally funded Postdoctoral Fellowship; or
	+ *It is assumed that Fellows with access to Faculty discretionary funding will utilise this in the first instance prior to applying for a conference travel grant.*
* A fixed term, continuing or contract[[1]](#footnote-1) appointment for a period of not less than two years; and
* An appointment of at least 50% of full time; or
* A Conjoint staff member.
1. With the exception of ECRs, all academic levels must have achieved at least three research output(s) in 2018 to be eligible for funding (e.g. HDR supervision, grant income, publication).
2. **Exclusions:**
* 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).
* Higher Degree Research students without an employment contract (specified above) are not eligible to apply.
* Researchers with access to alternate sources of conference travel funding should not apply, e.g. Health Service, PRCs.
* Requests for travel outside of 2019.

**4. Level of Support - Funding *(maximum level per application)***

|  |  |
| --- | --- |
| **Domestic Conference** | **International Conference** |
| $800 | $2,000 |

The grant is awarded as a grant-in-aid and is to assist in the costs of economy travel (airfares) and conference registration. The grant must be expended within the year it is allocated.

**5. Maximum Number of Grants**

A researcher can only hold one Conference Travel grant in any one calendar year.

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

The Faculty has a fixed budget for this scheme, once funding has been exhausted no further grants can be funded within the given year.

### 6. Application Procedure

When completing the application form, applicants should:

* Complete the form electronically;
* Check that a copy of one of the following is attached:
	+ Acceptance to present a paper; or
	+ Invitation to give a plenary lecture.
* Obtain their Head of School’s approval on the relevant section of the form;
* The application is to be emailed to the PVC Office at rto-rhd-foh@newcastle.edu.au;
* 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;
* Retrospective applications will be considered.

### 7. Payment and Travel Arrangements

The amount of the grant will be stated in an email to the researcher.

The arrangement of all travel must be made in accordance with the University of Newcastle’s [Travel Policy](https://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document-record?RecordNumber=D09/1960P). 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.

For assistance with travel bookings and expenditure against the grant contact your School’s travel organiser and/or research support office.

All expenditure must be processed within the 2019 calendar year.

### 8. Reports

Grantees are required to submit a report to the PVC Office within three months after attendance at the conference. The report form will be forwarded to each grantee.

### 9. General

Researchers requiring further information should contact Shirley Savy.

2019 RESEARCH CONFERENCE TRAVEL GRANT APPLICATION

Applications must be emailed to rto-rhd-foh@newcastle.edu.au. There is no set closing date, although it is recommended that the application be submitted prior to booking travel or payment of conference registration. All expenditure must be processed within the 2019 calendar year.

1. **APPLICANT SUMMARY DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| School |  |
| Please provide the link to your Researcher Profile*(outputs will be referenced to your profile page)* |  |
| Level of current appointment (e.g. level A) |  |
| Commencement date of first academic appointment |  |
| Indicate current full time equivalent (e.g. 0.5FTE) |  |
| End date of current appointment or indicate ongoing |  |
| Conjoint appointment | Yes / No |
| Telephone number |  |
| Email address |  |
| Are you on SSP at the same time as this conference: |  |
| If applying as an ECR, please also complete the next 2 sections. |
| Currently enrolled in a PhD/Research Masters | Yes / No (PhD / Research Masters) |
| If no, date PhD or Research Masters awarded | (PhD / Research Masters) |

**2. CONFERENCE DETAILS**

|  |  |
| --- | --- |
| Conference title |  |
| Venue |  |
| Dates |  |
| Will the conference proceedings be published? |  |
| Are you giving a plenary lecture? | Yes / No |
| Are you presenting a paper? | Yes / No |
| Are you presenting a poster? | Yes / No |
| Title of the paper/lecture? |  |
| Name(s) of co-author(s) if any |  |

**Please attach evidence of the acceptance of the paper, poster or plenary lecture.**

**3. FUNDS REQUESTED IN THIS APPLICATION** *(Whole dollars only)*

**Complete this section in Australian Dollars**

|  |  |
| --- | --- |
| Conference Registration cost | $ |
| Economy Travel Cost (e.g. airfare) | $ |
| Total Conference Cost | $ |
| Co-funding | $ |
| **Total Requested Funding** | **$** |

*\*Accommodation and incidental cost requests will not be funded.*

**4. CERTIFICATION: by Applicant**

I certify that all the details in this application are correct.

|  |  |
| --- | --- |
|  |  |

*Signature Date*

**5. CERTIFICATION: by Head of School**

I have discussed with the applicant:

* the value of presenting at this conference to his/her research and/or career
* what tangible outcomes are expected from presenting at this conference and/or the associated visits to research centres and collaborators
* if there are any other/alternate funding sources that may be more appropriate.

In the light of these discussions I support the applicants attendance at the proposed conference.

|  |  |  |
| --- | --- | --- |
|  |  |  |

*Print Name Signature Date*

**PLEASE NOTE:** ConferenceTravel Grant applications cannot be processed without a copy of one of the following being provided at the time of application submission to the PVC Office:

* Acceptance to present a paper; or
* Invitation to give a plenary lecture.

Email completed form to rto-rhd-foh@newcastle.edu.au.

1. Includes employment contracts renewed in consecutive years. [↑](#footnote-ref-1)