China Studies Centre (CSC) Research Grants Scheme Conference Facilitation Guidelines

The CSC offers conference support to academic members presenting a paper on

a) a China-related topic at reputable local or international conferences or;
b) any topic at a conference in China, Taiwan, Hong Kong or Macau.

Grants of up to $5,000 may be awarded for a single application. Preference is given to early career researchers and/or applicants who can demonstrate that the funds they have requested are matched or exceeded by a third party. (NB: Evidence of matching funds must be submitted with your application.)

Eligibility and Conditions

Applicants may only submit one application to this scheme per calendar year. Applicants must:

• prove that they are a member of the CSC (excluding members of the CSC Research Committee) and hold a continuing position or a contract that continues until at least 12 months after the date of conference for which they are applying for funding to attend. Academics on recurring annual research contracts will need to provide a letter of intent of employment signed by the head of their academic unit, indicating they expect the applicant will continue to be employed until at least 12 months after the date of conference for which they are applying for funding to attend;
• plan to give a paper (individual or co-authored) on (a) a Chinese topic at a reputable local or international conference or (b) any topic at a conference in China, Taiwan, Hong Kong or Macau;
• provide an invitation letter or evidence that the paper has been accepted by the conference organisers;
• present their paper at a CSC monthly seminar, if so requested;
• provide a completion report within three calendar months of attending the conference;
• provide evidence of attendance at the conference as a representative of the CSC;
• submit a copy of reports they have submitted to the CSC if they have previously been the recipient of CSC funding;
• provide a financial report from the University’s Planning and Reporting finance system outlining expenditure of awarded funds.

Criteria for Award

The applications will be assessed by the CSC Research Committee using the following criteria:

• quality of paper abstract;
• demonstrated service to the CSC.

It should be noted that preference will be given to applications:

• submitted by early career researchers;
• which demonstrate that the project is receiving funds that match or exceed the amount requested (documentary evidence needs to be supplied with your application);
• demonstrate a cross-disciplinary element.
Budget & Stipulations

Funding can only be requested for costs associated with travel, accommodation and conference registration for a single conference. The following items \textbf{cannot} be funded by the CSC SGRS Conference Facilitation program:

- per diem allowances (including meals, laundry, telephone cards and other incidental expenses);
- equipment;
- more than one conference per application;
- side trips or any other costs not associated with the one conference the applicant has been funded to attend;
- extravagant accommodation and/or transfers;
- more than AUD$50 per day for meals;
- offshore payments or reimbursements for anyone not employed or formally associated with the University of Sydney;
- applications for conferences at which their paper has not yet been accepted. In such instances, applicants can apply for funding retrospectively in the following round.

The CSC Research Committee reserves the right to specify how the awarded funding may be used and to query amounts of funding requested. We suggest that you supply supporting evidence to justify the figures requested.

Submission

Applications can be submitted at any time to chinastudies.centre@sydney.edu.au. Applications are considered twice per annum, generally within one month of the start of each semester, except if otherwise announced. Please visit the CSC Research page for exact dates.

Those unsuccessful in initial rounds can reapply, though they may wish to consider revising their applications in light of feedback issued by the committee.

For further information, please contact CSC at chinastudies.centre@sydney.edu.au or +61 2 9114 0837.