



## EARLY CAREER RESEARCHER CONFERENCE TRAVEL SUPPORT SCHEME – CONDITIONS AND PROVISIONS

(DVC-Research fund)

Closing date: 18<sup>TH</sup> JUNE 2013

Three **hardcopies** plus Electronic file (email attachment) to be submitted to:  
Patrick Brownlee ([patrick.brownlee@sydney.edu.au](mailto:patrick.brownlee@sydney.edu.au))

These are competitive awards and applicants are advised to complete a full application so that the Committee can make an informed decision. Applicants who fail to include all required documentation may be disadvantaged.

Applicants **MUST** use the Application Form supplied or attached to the Faculty Bulletin.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

The Early Career Research Conference Travel Support Scheme is a small grant offered in 2012 funded by the DVC Research portfolio. Funding of up to \$1500 is available to eligible researchers who are:

- Levels A - C, and;
- Near completion or not more than 7 years beyond their PhD award.

### TYPE OF GRANT

Conference Travel Support may be awarded to continuing and fixed term members of staff who require assistance with the cost of travel to major conferences. Generally they are awarded only where the member of staff is intending to present a substantial research paper (e.g. not a poster, nor panel participation) and where a HERDC-recognised avenue for selected papers to be published is stipulated.

Successful applicants are required to submit a full paper to a nominated journal no more than 3 months after attending the conference.

The grants are not intended to cover all costs associated with conference attendance. Applicants will be expected to cover any shortfall in costs from other sources available to them.

**LEAVE TO ATTEND:** Applicants for Conference Travel Grants are obliged to apply for appropriate travel authorisation to cover their absence from the University.

**ELIGIBILITY CRITERIA**

- (i) The grants are open to eligible full-time and fractional academic staff, including those staff on fixed term appointments or contracts that extend at least three months beyond the nominated conference date. As a general rule, externally funded (e.g. project-based) staff are not eligible to apply. Casual staff are not eligible to apply.
- (ii) Staff in receipt of Special Studies Program funds that provide assistance towards the cost of travel will be ranked into a secondary pool for obtaining further assistance from this scheme.

**SUPPORTING DOCUMENTATION**

Applicants are requested to provide relevant information to assist the Committee in reaching a decision.

- Print out of the conference website as published (not just the URL).
- Where possible, evidence of the acceptance of a paper. If your application for funds is successful, funds will be awarded only after evidence of acceptance of your abstract/paper.

Applicants must advise the Research Manager of any additional funds which have been received towards the cost of travel after your application has been submitted.

**ASSESSMENT PROCEDURE**

The Associate Dean Research will recommend applicants to the Dean for final approval based on assessment criteria. Announcement of successful applicants will be made on or before 24<sup>th</sup> June 2012.

**ASSESSMENT CRITERIA**

- Completeness of the application
- Evidence of submission or acceptance of abstract/paper for presentation
- Evidence of benefit to staff member's career based on statement about the conference and intended journal for publishing the final paper.

**REPORTING**

Successful applicants will be required to submit acknowledgement of acceptance of their written paper to a nominated journal when available. Failure to submit a written paper to a nominated journal within three months after the conference may exclude the applicant from future conference funding.

Approved

..... Date: 13 June 2013

Fran Waugh

Acting Dean, Education and Social Work