

Faculty of Arts and Social Sciences – Research and Research Training
CONFERENCE SUBVENTIONS (STAFF) - Guidelines for Research Funding in 2010

Authorised by:	FASS Associate Dean (Research) - on recommendation from Research Committee
Date of Approval:	November 2009
Effective date:	January 2010
Contact officer:	FASS Research Administrator
Review:	Annually
Related documents:	Research Support for Academic Staff: http://www.arts.unsw.edu.au/research/staff-support-funding/ Definition of 'Research Active' Staff at UNSW: http://myfass.arts.unsw.edu.au/protocols/

OBJECTIVES

The Faculty, through the Research Committee, provides advice and limited financial support for conferences, symposia and workshops held under the auspices of the Faculty. These may be organised by Faculty members, or by postgraduate students through a School/Centre within the Faculty. National or international organisations holding one of their regular meetings at UNSW under the sponsorship of a Faculty staff member may also be supported under this scheme.

DATES

There will be two rounds of application in 2010:

Round 1	Round 2
2 February - Applications close From end of February – Applicants advised of outcome	8 June - Applications close From end of June – Applicants advised of outcome
Funds must be fully expended by mid December, before UNSW accounts are closed.	

ELIGIBILITY AND REQUIREMENTS

- Applicants must be employed on a continuing contract or a fixed-term contract of more than one year and be research active. Postgraduate students must be enrolled in a Masters by Research or PhD degree. Casual staff and staff on contract of one year or less are not eligible.
- In giving support, the Research Committee will consider the extent of Faculty involvement, the benefits to the Faculty's research interests and profile, the feasibility of the programme and the soundness of the budget. Preference will be given to conferences or workshops that demonstrate the likelihood of outcomes such as research grant applications, publications or applications for Higher Degree Research at UNSW.
- Supported events will normally take place at UNSW. Only in exceptional circumstances will the Research Committee consider support for an event not held on the Kensington campus.
- Applications for subventions will be considered on their merits. Funds will only be awarded subject to the availability of funds and in competition with other applications. Applicants are strongly encouraged to seek alternative sources of funding wherever possible.
- The Faculty expects that conferences and workshops should break even or return a surplus. Any surplus generated must be used to repay Faculty subventions as a matter of urgency.

- Funds allocated will only be released subject to the provision of a business plan with clear and comprehensive costings.

UNSW 15% Levy on external income

UNSW applies a 15% levy for overheads on all external income. This applies when registration fees are received from conference participants, or when other conference subsidies are received from sponsoring bodies outside UNSW. The levy should always be factored into the event's budget. A template for calculating registration fees incorporating the levy is available from Urania Stamos.

Conferences, Symposia and Workshops

The level of subventions awarded will depend on the size and significance of the proposed event.

Workshops/Seminars

These are small-scale meetings, usually local or with some interstate attendance, aiming to improve a research area, develop research funding proposals, improve teaching/ research linkages, extend research to community areas as a prelude to a linkage grant, for instance) and similar aims. Registration fees may be inappropriate.

Symposia

These are scholarly meetings with a clear research agenda and a proposed outcome (e.g. a monograph or series of related papers) and may involve overseas or interstate participation. The number of participants would normally be 50 or more. Symposia should seek funding from all possible sources and be to the greatest possible extent self-funding.

Conferences

These are large scale events such as annual meetings of discipline associations, international associations or networks. The number of participants would normally exceed 100. Conferences should seek funding from all possible sources and aim to be self-funded.

APPLICATION PROCEDURE

Applicants should provide:

- a provisional program of the event;
- a business plan which includes details of numbers expected to attend, and all other sources of financial support either promised or anticipated;
- clear and comprehensive costings;
- the proposed registration fee indicating full and student fees, if applicable.

Applicants are urged to apply for support well in advance in case the Research Committee needs to ask for further budget information. In 2010, applications will be considered on a competitive basis at two meetings. The original and six copies of the application should be submitted to Margarita Grebennikov in the Faculty Research and Research Training Office, Dean's Unit (for submission by mail) or MB G14 (for submission in person). The applicants will be notified of the decision approximately 4 weeks after the submission date.

PAYMENT OF FUNDS

Funds will be allocated to the Schools and Centres, which will be responsible for administering the payment of funds. When a conference subvention is awarded, a project will be set up in the school's operating funds in cases when there is no outside income; and a project will be established in non-general funds when the event will attract outside income. Staff are advised to consult the Manager of the relevant school about the procedure for payment of funds.

Duration of funding

The 2010 funds must be expended by mid December 2010, before the accounts are closed. Carry-over of funds is not allowed by UNSW.

REPORTING REQUIREMENTS

A short report of the conference/seminar must be provided to the to the Associate Dean (Research) after the event, including a financial statement. Eligibility for future grants is contingent on this report.