

Faculty of Arts and Social Sciences – Research and Research Training
CONFERENCE TRAVEL GRANTS (STAFF) - Guidelines for funding in 2010

Authorised by:	FASS Associate Dean (Research) - on recommendation from Research Committee
Date of Approval:	September 2009
Effective date:	January 2010
Contact officer:	FASS Research Administrator
Review:	September 2010 and then annually
Related documents:	Definition of 'Research Active' Staff at UNSW http://myfass.arts.unsw.edu.au/protocols/ UNSW Travel Procedure http://www.policy.unsw.edu.au/procedure/Travel.htm UNSW Travel Advisories http://www.smarttraveller.gov.au/do-not.html UNSW Insurance Guide https://www.proc.unsw.edu.au/secure/travel/insurance.html Staff Conference Travel Support - Application Form http://www.arts.unsw.edu.au/research/staff-support-funding/ Research Support for Academic Staff http://www.arts.unsw.edu.au/research/staff-support-funding/

OBJECTIVES

Faculty funds will be allocated by the Research Committee on a competitive basis to support staff travel to conferences in Australia and overseas. A primary aim of such funding is to assist early-career researchers and research active staff to attend conferences that they would otherwise be unable to attend. These conferences should relate to the staff member's major research activities and participation should contribute to the development of their research careers and to the research profile of the Faculty. Staff with a strong research profile and a capacity to attract external research funding or funded invitations to conferences should not normally apply for Faculty funds. However, contribution to the impact and esteem of FASS research will be taken into account and all applications will be assessed on merit.

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

- Applicant must be employed on a continuing or a fixed-term contract of more than one year. Casual staff, staff on contract of one year or less, conjoint and emeritus staff are not eligible. If the applicant is on a fixed-term contract of more than one year, the conference dates must be at least three months prior to the expiration of their contract, unless there is evidence from the Head of School or Centre Director that the contract will be extended for at least six months.

- The Research Committee will not support attendance at conferences within the period of an applicant's SSP.
- Applicant must be 'research active' according to UNSW criteria, unless they are Early Career academic staff or have been employed for less than two years at UNSW (<http://myfass.arts.unsw.edu.au/protocols/>)
- Applicant must be attending the conference as the presenter of a paper, panel discussant or as invited keynote speaker. The Research Committee will not fund participation to present a poster, nor will it fund participation in informal workshops where the applicant is not presenting a formal paper.
- The conference must be relevant to the applicant's research career, especially for new appointees and early career researchers. A statement of relevance must explain why participation is relevant to the applicant's main research project and why it is important to attend this conference rather than any other. At least half a page is appropriate here to justify the application.
- There should be an expectation that a refereed publication will result from participation in the conference. A brief statement should justify this expectation.
- All recipients of funding for conference travel are required to submit a brief written report to the Associate Dean for Research, no later than the next application for conference travel (applicants may submit reports on previous funding with applications). Failure to submit the report will render the recipient ineligible to receive further funding.
- The application must have the signed approval of the Head of School.

Please note:

- Funding is extremely competitive and applicants are advised to take particular care to provide all the documentation requested, including a statement regarding the relevance of the conference to the applicant's research career and a statement explaining the likelihood of publication. Comments on the likely contribution to FASS research profile are desirable.
- Support for travel to conferences will be restricted to one such conference per applicant per calendar year, regardless of the destination.
- In the case of dual presenters, only one airfare, and one set of fees and expenses will be supported.
- Staff may apply for conference travel funding before conference paper acceptance is received. An abstract of the paper proposed must be provided with the application. Funding will not be released without evidence of acceptance.
- Applicants are expected to seek funding from other sources wherever possible before applying to the Faculty. **Holders of ARC or other major grants including Goldstars** will be expected to use those grants to pay for conference travel and participation. Grant holders seeking Faculty funding should explain why they can not use grant funds.

MODES AND MAXIMUM LEVELS OF FUNDING

Applicants are invited to apply, with supporting documentation, for:

- a contribution to the airfare based on two quotes from UNSW preferred travel agents. Please note that the maximum allowable for all travel funding (airfares etc) will normally be \$3000;
- reimbursement of conference registration fees, up to a maximum of \$800;
- a contribution to subsistence expenses (accommodation, meals, public transport tickets) of up to \$50 per day of scheduled conference activity for conferences in Australia and New Zealand. A higher maximum rate of \$100 per day will apply for the USA, Japan and European venues (incl. Russia). Please make a reasonable suggestion for other venues.

The maximum grant available for any single application will be \$3000 for international conferences and \$1000 for domestic conferences. Funding remains subject to Faculty budget limits.

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.

Items not funded

Requests for reimbursement of the cost of visas, airline cancellation fees and travel insurance will not be considered.

ARRANGING TRAVEL

NOTE:

Staff are advised to consult the Manager of the relevant school about their options before making a booking.

All staff undertaking travel partially or fully funded by the University have to follow the UNSW Travel Policy and Procedure when booking their travel. The UNSW Travel Policy and Procedure are available for downloading from: <http://www.policy.unsw.edu.au/procedure/Travel.htm>. As per UNSW Travel Policy, all staff and students have to use UNSW approved travel agents when arranging UNSW business related travel.

Anywhere Travel - International Bookings Tel: 02 9664 0411 E-mail: unsw@anywheretravel.com.au	Campus Travel - Domestic and International Bookings Tel: 02 8918 0222 or 1300 555 062 E-mail: unsw@campustravel.com.au
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Travellers who source cheaper rates for any travel or related service than that quoted by the University preferred Travel Agents should consult the Manager of the relevant school.

Domestic travel arrangements are to be made through the e3 travel booking tool. For logins and navigational assistance please contact Campus Travel at unsw@campustravel.com.au or call 02 8918 0222.

For international travel quotes and bookings, please email or call either of the preferred travel agents using the contact details noted above.

Travel Insurance

For information on the UNSW corporate travel insurance program, please consult the RMU Insurance Page and Insurance FAQs for staff:
<https://www.proc.unsw.edu.au/secure/travel/insurance.html>

International travel

Before approval is obtained, all University travellers must check the DFAT website (www.smarttraveller.gov.au) for information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Advised Not to Travel' risk cannot be travelled to without consulting the Risk Management Unit and without the permission of an Executive Team member (UNSW Executive Team). (http://www.unsw.edu.au/about/pad/VC/vc_executive.html).

Subsistence expenses

As per UNSW Policy and Procedure, reimbursements of subsistence expenses (accommodation, meals, public transport) can only be made on the presentation of relevant original receipts. Staff are advised to consult the Manager of the relevant school before submitting claims for reimbursement of subsistence expenses.

APPLICATION PROCEDURE

Applications should be submitted on the appropriate form available at <http://www.arts.unsw.edu.au/research/staff-support-funding/> and should include:

- brief details of the conference, including dates, registration fees, location and organising body/professional organization, **in a document issued by the conference organisers**;
- title of the paper and proof of invitation to speak, or of acceptance on the conference programme. If the acceptance is yet to be received, the applicant must provide an abstract of the paper proposed for presentation;
- a statement of the relevance of the conference to the applicant's research career. The statement must explain why participation is important to the applicant's main research project and why it is important to attend this conference rather than any other. At least half a page is appropriate here to justify the application;
- an assessment of the likelihood of a publication resulting from participation in the conference. The Research Committee prefers publication in highly ranked refereed journals or other quality publications;
- two hard-copy quotes from UNSW preferred travel agents (see 'Arranging Travel');
- details of SSP arrangements for the current year;
- where relevant, a statement explaining why existing ARC, Goldstar or other major grants cannot fund participation in the conference for which funding is sought.
- the Head of School's signed approval.

The original and six copies of the application should be submitted to Margarita Grebennikov, 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.

Late Applications

Consideration of applications received after the deadline dates will be automatically postponed until the next round of applications.

Person to contact for enquiries: Margarita Grebennikov, 938-53548, MB G14, m.grebennikov@unsw.edu.au.

PAYMENT OF FUNDS

Funds will be allocated to the Schools and Centres, which are responsible for administering travel and reimbursements. Staff are advised to consult the Manager of the relevant school about the procedure for payment of funds.

REPORTING REQUIREMENTS

All recipients of funding for conference travel are required to submit a brief written report to the Associate Dean for Research, indicating the benefits for their research career and likely publication outcomes. Eligibility for future Conference Travel Grants is contingent on receipt of this report.