



HDR Faculty Domestic Conference Funding - Guidelines

Faculty of Arts and Social Sciences Research and Research Training

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Authorised by: Associate Dean Research Training

Effective Date: 1 January 2020

Review: Annually

Related Documents: 2020 HDR Faculty Domestic Conference Funding Template

OBJECTIVES

This funding scheme is open to Arts and Social Sciences Higher Degree Research candidates, other than recipients of Scientia Scholarships, to support costs integral to their presenting at Domestic conferences. This funding is intended to subsidise the costs HDRs will incur for participating in one domestic conference per year – it is therefore only a contribution. Presentation is essential; attendance only cannot be supported by this scheme. HDRs should be aware they may be eligible to apply for the funds but this is still subject to the review of a separate deciding committee. Where the Faculty receives a high amount of applications the Associate Dean Research Training may need to decline applications or reduce the amount awarded. Candidates on Scientia Scholarships should use their annual career development funds to assist with the costs of presenting at conferences.

DATES

Applications will be accepted on a continuing basis from 1st January, 2020 and should be submitted to HDR Team Leader, Neha Desai for the current calendar year only (i.e. 1st January 2020 - 31st December, 2020). Please note, candidates must submit all receipts by 30 October the latest for financial processing. Therefore, no applications will be considered after **1st October, 2020** to allow for approval. If the conference is in December, all bookings must be processed by 30th October. Candidates are advised to apply for funding as soon as they receive their acceptance letter and book their conference travel within 4 weeks of receiving funding

approval. Associate Dean of Research Training, Professor Dorottya Fabian will assess the applications and determine the outcome of each application.

ELIGIBILITY CRITERIA and RULES

- The applicant must be enrolled in a higher research degree program in one of the Schools or Centres in the Faculty of Arts and Social Sciences or in Nura Gili.
- Scientia scholarship holders are not eligible to apply for Faculty Domestic Conference Funding. They should be using their career development funds for such activities.
- Domestic conference presentations are normally subsidised during the first 3.5 years of full-time PhD candidature or first 1.5 years for Masters and the equivalent for part-time HDRs.
- PhD candidates who have not yet passed their confirmation review and Masters candidates in the first 6 months of their candidature are ineligible to apply.
- HDRs who are overtime (more than 2 years for Master's and 4 years Doctorate completion) in their enrolment in either the fulltime mode or part time mode will not be considered.
- All HDRs applying for funding must be properly reviewed by a School Progress Review Committee and provide a copy of a satisfactory Annual Progress Review or confirmation no more than one year old.
- Applications involving outside of Sydney travel must include a screen shot of pre-trip approval request submitted in UNSW Mytravel portal for any domestic travel:
<https://unsw.sharepoint.com/sites/MyTravel>
- HDRs are expected to have either applied for or obtained any necessary ethics clearance for their thesis project before applying for funding under this scheme. No funds will be released until ethics approval has been granted. Candidates whose thesis project does not require ethics clearance must provide a statement to this effect with their application. For information and applications to the Research Ethics Committees, please follow this link:
http://www.gmo.unsw.edu.au/Ethics/Ethics_index.html.
- All HDRs be familiar with the Australian Code for the Responsible Conduct of Research which can be found at
http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf
- Full-time and Part-time applicants may only apply for airfare, accommodation and registration costs and for one conference only in a given calendar year.
- Applicants must supply all the correct related documents at the time of application as one single document. For domestic conference, these must include title and abstract, dates and location, final/provisional program structure, official conference costs provided by conference organizers, and confirmation of presentation. If any documents are missing their application will be rejected and they will need to apply again providing they are still eligible.
- Only presenters at the domestic conference can apply; attendance only is not supported.

- Eligible candidates can apply for this funding once per calendar year.
- Domestic conferences include conferences held in New Zealand.
- The ADRT will only accept applications for Domestic conference that will be completed by the end of the current UNSW Budget year i.e. from 1st January to 30th December.

Please Note: From January 2020 onwards, HDRs will be unable to apply for costs incurred in previous years. All funding requests must be pre-approved. Applications for retrospective costs will not be considered.

MODES AND MAXIMUM LEVELS OF FUNDING

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

Domestic travel

- A maximum of \$600 for airfare
- A maximum of \$100 per day for accommodation (receipts / quotes required)
- A maximum of \$500 for registration (conference receipts required)

Please note in the event that further funds are needed the applicant should provide reasons for requests exceeding these amounts. The Faculty recommends using Virgin Airlines where possible as it tends to be cheaper than Qantas.

COSTS NOT SUPPORTED

- Requests for local transport and meals will not be considered.
- Cost of airline cancellation/amendment fees and travel insurance. HDRs are insured by UNSW and therefore they must request pre-trip approval in UNSW Mytravel portal. <https://unsw.sharepoint.com/sites/MyTravel>
- Internationals conferences will not be funded under this funding scheme.
- The Faculty does not cover VISA fees for conference attended in New Zealand.

PAYMENT OF FUNDS

Successful applications will be notified by email with instructions detailing the payment of funds.

IMPORTANT: The recipients will have to book their travel (i.e. airfare, accommodation and registration/membership fees) within 4 weeks of receiving the approval letter or the funds will be forfeited and re-purposed.

DURATION OF FUNDING

The payment of 2020 funds from Schools/Centres to HDRs must be finalised by no later than October 30, 2020. This means as well as spending the funding awarded HDRs must submit and finalise any claims for reimbursement by 30th October,2020. The University does not permit the carry - over of funds from one budget year to the next.

IMPORTANT: HDRs should be aware they may be eligible to apply for the funds but this is still subject to budget and the review of the Associate Dean of Research Training (ADRT). Where the Faculty receives a high amount of applications the ADRT may need to decline applications or reduce the amount awarded.