

International Conference Travel Grant Funding

Guidelines

The Deputy Vice-Chancellor (Research) allocates funds each year to provide financial assistance for members of staff and HDR candidates invited to attend international conference (s) in which they will play a significant role. Applicants may apply for and receive a maximum of \$2,000 per annum.

1.0 Submission of Applications

- 1.1 Applications may be submitted at any time, however, there will be three selection rounds per year (April, August and December). The closing date for any given round is the 30th of the month. Grants to successful applicants will be allocated an account code by Finance which has been set up specifically for this purpose and approved funds can be accessed according to normal Faculty procedures.
- 1.2 A completed and fully signed Application Form should be submitted to Research Services email: sandra.johnson1@acu.edu.au Copies of supportive documents must be attached. Hard copies of the signed application form should be sent to Sandra Johnson, Research Services.

2.0 Awards

- 2.1 Awards will be made only to a member of staff on a minimum 0.5 FTE appointment of either continuing or fixed term appointment of 2 years or longer, who will return to duty at Australian Catholic University for at least twelve months full time after the conference travel period. In the event of a subsequent resignation within that specified period, a pro rata proportion of the grant must be repaid.
- 2.2 ACU HDR candidates will normally have been enrolled for at least two years full-time equivalent before being eligible to apply for this funding, but will need to have been confirmed in their candidature at ACU.

3.0 Assessment of Applications

Applications will be assessed on its merits and will take into account:

3.1 International standing of the conference

The Conference itself does not have to be held overseas. It can be held in Australia but should be of international standing. This should be clear from the conference documentation or a case made in the application for this standing. The case will need to be supported by the Faculty Associate Dean Research.

3.2 Overall research performance of the applicant

3.3 **Active Researcher**

Preference will be given to personnel who meet the ACU criteria for being research active, i.e., staff who meet one of the following three conditions:

- have published within the last 3 years HERDC eligible publications such as a book, or 3 book chapters or 3 journal articles (or their equivalent in creative and visual arts);
- have an externally funded HERDC research grant within the last 12 months;
- are serving as a principal or co-supervisor of at least 2 research higher degree students within the last 12 months.

3.4 **Other Research Staff** (including early career researchers or those who had a break in their research career) **and Higher Degree Research students** presenting outcomes from their research.

Applicants need to provide persuasive argument that the conference is integral to further development of their work, and part of a demonstrable plan to produce HERDC eligible research outcomes.

3.5 **Reason for attendance**

Preference will be given to applicants who provide evidence that their participation in the conference is by specific invitation by the conference convenors, e.g., to be a keynote speaker, or chair/leader of a major session. Participation must be more substantial than simple attendance, involvement in a seminar or workshop sessions, or the presentation of a minor paper.

3.6 **Financial statement identifying**

- conference, travel and other costs
- the financial support available from other sources
- the funds requested for this conference

4.0 **Conference Report and Subsequent Publications**

4.1 A short report template (requesting publication information and/or manuscripts submitted for publication) will be sent to awardees at the time of their grant confirmation which must be completed and submitted within three months on return to Research Services and the Faculty Associate Dean (Research). Applicants are also required to provide a report updating the status of their submitted manuscripts at six months following the conference. This report must also be submitted to Research Services and the Faculty Associate Dean (Research).

4.2 Recipients are required to attribute any publications they authored or to which they contributed as a result of attending the funded conference to the Australian Catholic University.

4.3 In the interest of having future International Conference Travel Grants assessed, it is suggested that a report within three months post-conference is submitted to Research Services and any publications gained attributed to ACU.

5.0 Claims for Conference Funding

- 5.1 Claims for conference funding are to be made within three months of the approved conference date. Funds are unable to be transferred to another conference should they not be expended on the approval conference. It is not possible for funds approved but not used to be paid out for any other purpose. All applications of ICTG funds must have the support of the Faculty Associate Dean Research, or Deputy Vice-Chancellor when the applicant is from a non-Faculty portfolio.