Guidelines for National Research Conference Reimbursement Support for Academics
September, 2007

An important component of the professional development of all academics is attendance at scholarly conferences. This allows academics to participate in discussions about ‘cutting edge’ research and to present their ideas for public scrutiny and feedback. To ensure equity of provision for attendance at such conferences across the Faculty of Education, the Faculty Executive has agreed to implement a Faculty program to provide financial support to attend national research conferences which complements the support provided at the University level for international conferences.

AIM
The conference support scheme provides financial support for academics presenting at scholarly conferences.

ELIGIBILITY
To be eligible, an applicant must be an academic member of the Faculty of Education, either a full-time member or a part-time member on a fixed term contract.

CRITERIA
The following criteria must be fulfilled by each application:

1. The academic member is presenting a research paper at the conference.
2. The research paper be submitted for a DEST recognised publication (either a refereed conference publication and/or referred journal article).
3. The application is accompanied by:
   • An abstract of the paper together with evidence that the abstract has been submitted for peer review
   • Draft of the full paper
   • Notification of acceptance for presentation at the conference
   • Intended place where the article will be submitted.

APPLICATION PROCESS
Applicants complete the Conference Assistance Application form. Submit the form together with a copy of the abstract, a copy of a draft of the full draft paper, and evidence of peer review and acceptance of presentation at the conference. Applications will be called twice a year, June and November.

Applications for support may be made prior to or after attendance at the conference, and forwarded to the Executive Officer, Office of the Associate Dean, Research, Research Training and Partnerships (RRTP), Faculty of Education (PO Box 456, Virginia, Qld 4014). Applications will be in the first instance considered by the Associate Dean (RRTP) and will only proceed to a small Sub-Committee of the Research Standing Committee as the need arises.

Payment will be made upon receipt of ORIGINAL receipts or invoices submitted to the Faculty Finance Manager. Upon ACU’s receipt of the original invoice(s), payment will be made directly to the vendor(s) up
to the amount awarded. Upon submission to ACU of original receipts, reimbursement payment will be made directly to you. In either case the invoices or receipts must bear the words “Tax Invoice” for GST compliance.

If you must retain original receipts for your own purposes (ie for tax purposes) you must submit certified copies of the receipts along with a statutory declaration of why the original receipts have been retained.

**CONSTRAINTS**
The Faculty will financially support only one application for each academic per calendar year.

**BUDGET**
Up to 50 applications per year \(50 \times $600 = $30,000\).