



Charles Sturt  
University

FACULTY CONFERENCE  
SUPPORT SCHEME GUIDELINES  
2022

**CLOSING DATE**  
**Friday 29 July 2022**

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# Submission Details

## Submission and assessment:

Applications to the Faculty University Conference Support Scheme will be accepted and assessed on a case by case basis until 29 July 2022 or until available funds are exhausted.

**Note that the date of the proposed conference cannot be less than 6 weeks from the time of application.** Applicants should be aware that funding is limited and it is advantageous to apply early.

## Submission Instructions:

Applicants must complete this application form and submit the application as a single PDF attachment (including HOS endorsement, itinerary, quotes from [Charles Sturt Travel](#), conference registration where appropriate ) to the Faculty Operations team: FOAE-Ops-Admin@csu.edu.au.

Application and supporting documentation must be submitted as a single PDF file and should be named according to the following convention: "Surname\_CS" e.g. "White\_CS".

## Contact:

Please contact your Chair of School Research Committee or Research Group Leader to discuss possible conferences in the first instance.

Scheme Contact	Brendon Hyndman
Email	bhyndman@csu.edu.au

## Overview

Funding is available through the Faculty Conference Support Scheme for attendance at conferences, where the applicant is attending to present a paper or give a talk, either online or in-person, when no other funds are available for this purpose. Lack of any other available funding must be confirmed by your HOS / Centre Director or other line manager as appropriate. Funding will be awarded on a competitive basis, across a wide range of disciplines and groups. While the conference itself may be held after 2022, all funding provided by the scheme must be spent by 16<sup>th</sup> December 2022. There will be no facility to carry funds forward. Funds will not be released until notification of acceptance of the applicant's paper has been sent to [FOAE-Ops-Admin@csu.edu.au](mailto:FOAE-Ops-Admin@csu.edu.au).

## Eligibility

Conference Attendance Grants are open to all research staff, whether their appointment is fixed or continuing, full or part time. Higher degree students and casual staff are not eligible to apply. Only one application per year per applicant can be made. Applications must be received more than 6 weeks prior to the expected conference date.

Applicants must demonstrate that:

- They meet minimum requirements under the Research Productivity Index (RPI);
- They are presenting at a conference relevant to their research;
- The research they are presenting is targeted for submission in a high -quality outlet.
- That attendance at the conference will enhance their research career by increased exposure or networking.

## Application Process

Application and supporting documentation (including HOS endorsement, itinerary, quotes, conference confirmation etc) must be submitted as a single PDF attachment to [FOAE-Ops-Admin@csu.edu.au](mailto:FOAE-Ops-Admin@csu.edu.au) by the required due date. Late applications will not be accepted.

The file should be named according to the following convention: "Surname\_MQCS" e.g. "Smith\_MQCS"

Incomplete applications will be deemed ineligible.

## Application Preparation

Applicants must provide:

- Rationale outlining nature of participation in the conference, including:
  - an explanation of the significance or status of the conference
  - the review process or invitation for the applicant's participation in the conference
  - the journal targeted for the publication of the research that is being presented on at the conference, including its Charles Sturt Journal List Quartile Ranking
  - networking goals at the conference;
- A full budget request and justification;
- Itinerary and quotes for all budget items must be attached with the application;
- Previous funding for conference attendance received within the past three years from the University (e.g. school or research Centre) and details of corresponding papers achieved;
- Specific dates for the conference, and due date of the call for papers and notification of submission outcome.

## Budget

Funding of up to \$2000 is available. It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with the University Travel Policy and Procedures (<https://policy.csu.edu.au/document/view-current.php?id=178>)

## Assessment

### 1.1 Selection Criteria

The following criteria will be considered when applications are being assessed and prioritised for funding:

- The value of presenting the research at the particular conference in terms of enhancing the applicant's research career;
- The status of the conference;
- Whether the applicant has been invited to present a keynote address;
- Whether attending the conference will assist in leading to a high-quality research output;
- Research Productivity Index (RPI) score; and
- Alignment with University priority Field of Research (FOR) codes.

1.2 Outcomes of previous funding received under any similar program within the past three years.

### 1.3 Assessment Process

A Panel comprising the Associate Dean (Research) and selected members of the Faculty Research and Graduate Studies Committee will make recommendations regarding funding. The Panel may co-opt additional members from among the University academic staff to assist with the assessment process (where required).

## Post Conference Reporting Requirements

Within four weeks of the return from the conference, recipients are required to provide a final report with details of the conference participation, the benefit to the individual's research career and to Charles Sturt University. Final report template can be downloaded from [Research Opportunities – Internal Funding schemes](#)

There is an expectation that successful applicants will present this work at future university research seminar opportunities. Successful applicants may also be invited to have the research included in promotional media.

## Variations

Variation requests to change the conference that will be attended will not be considered. If a successful applicant wishes to change the conference that will be attended after the grant has been awarded, the original application should be withdrawn and a new application submitted.