



Charles Sturt
University

FOSH CONFERENCE SUPPORT
SCHEME
GUIDELINES
2023

Tri Faculty Research Office

tri-faculty-research@csu.edu.au

CLOSING DATE
30 October 2023

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Submission Details

Submission and assessment:

Applications to the Faculty of Science and Health Research Conference Support Scheme will be accepted and assessed on a case-by-case basis until:

- 30th October 2023 – or until annual funds are expended

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 CSU Travel, conference registration where appropriate) tri-faculty-research@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_RCS” e.g. “Rasmussen_RCS”

Contact:

Please contact your HoS, and Associate Head of School Research and Graduate Studies to discuss your application in the first instance.

Contact:	Julian Grant - Associate Dean Research FOSH
Email:	FOSH-ADR@csu.edu.au

1. Overview

The aim of this scheme is to support FOSH academics to attend national and international conferences focussed on both research and scholarly activities. It is consistent with our ethos of *yindjamarra winhanganha*; to respectfully know how to live well in a world worth living in. It is also driven by an external imperative to ensuring the production of research at or above world standard in at least 3 or at least 50% of the broad 2-digit Fields of Education where courses are delivered. This means achieving high-quality research and high-quality education.

The aim is to support academics to lift their research activities and outputs in targeted Fields of Research (FoRs). While conference presentations may not attract Excellence in Research Australia (ERA) notation, they can provide proof of concept for publications and provide essential networking opportunities for collaborative grant writing and industry engagement. Applicants must evidence how conference or workshop attendance will lift their research activities and outputs.

Funding is available where applicants are attending to present a paper, run a workshop, or are an invited panel member, either online or in person. Funding for this scheme will be provided when no other funds are available to support attendance. Lack of any other available funding must be confirmed by your HOS or other line manager as appropriate.

Funding will be awarded based on merit. While the conference may be held after 2023, all funding provided by the scheme must be spent by 1 December 2023 and 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 tri-faculty-research@csu.edu.au

2. Eligibility

Conference Attendance Grants are open to all academics whether their appointment is fixed or continuing, full or parttime at 0.5 FTE or above. 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 are presenting at a conference core to their identified area of research and,
- the conference is identified as high quality in the field of research and,
- that attendance at the conference will enhance their research career by increased exposure or networking and,
- the research activity is central to achievement of the applicant's research plan in EDRS.

In addition, applicants for research conference funding must have met minimum requirements under the RPI in the most recent release of data.

3. 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.
- Evidence of how conference attendance links to EDRS goals in scholarship or research
- A budget request and justification.
- Itinerary and quotes for all budget items must be attached with the application.
- Specific dates for the conference, and due date of the call for papers and notification of submission outcome.

Application and supporting documentation (including HOS endorsement, itinerary, quotes, conference confirmation etc) must be submitted as a single PDF attachment to tri-faculty-research@csu.edu.au by the required due date 30 October 2023. Late applications will not be accepted.

Incomplete applications will be deemed ineligible.

4. Budget

Funding of up to \$2000 per individual, per domestic conference or \$3000 per individual, per international conference is available, It is the responsibility of the scheme 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>)

5. Assessment

5.1 Selection Criteria

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

- The significance and/or benefits of presenting the research at the chosen conference in terms of enhancing the applicant's research career;
- The reputation/quality of the conference;
- Whether the applicant has been invited to present a keynote, plenary or other invited address;
- Whether attending the conference will assist in leading to a high-quality research output;
- Alignment with University priority FoR and FoE codes, and
- RPI status

5.2 Outcomes of previous funding received under any similar program within the past three years will be considered

5.3 Assessment Process

A Panel comprising the Associate Dean's Research, will assess applications for endorsement. The Panel may co-opt additional members from FOSH academic staff to assist with the assessment process.

6. Post Conference Reporting Requirements

Within four weeks of the return from the conference, recipients are required to have uploaded their activity onto CRO and complete one of the following:

- liaise with CSU media to promote the research/scholarly activity presented at the conference
- present an overview of the key impacts of conference attendance to the School or Faculty
- submit a one-page report with details of the conference participation, the benefit to the individual's research career and to the relevant contact (p. 2)

7. 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.