



Tri Faculty Research Office

tri-faculty-research@csu.edu.au

APPLICATIONS CLOSE 9 February 2023

Email to tri-faculty-research@csu.edu.au

Submission and assessment:

Applications to the Faculty of Arts and Education Conference Support Scheme will be accepted until 9 February 2023

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 in writing, itinerary, quotes from Charles Sturt Travel, conference registration where appropriate) to 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_CS" e.g. "White_CS".

Applicants should obtain Head of School endorsement prior to submission.

1. APPLICANT DETAILS

Name (incl. title)	
Position (incl. details of joint appointment(s))	
Faculty	Faculty of Arts and Education
School	
Email	
Phone	
Research Productivity Index (RPI) Score	

2. CONFERENCE DETAILS

Conference name and URL
Conference dates
Conference location, or state if this conference is to be held online only.
<p>Provide the title of the paper or poster that you will / have submitted for inclusion and any confirmation of acceptance:</p> <ul style="list-style-type: none"> <i>If possible, please provide written confirmation of acceptance of a presentation (either talk or poster, via letter, fax or email) from the relevant organisers as part of your application, combine as a single PDF with this application form. While awards may be made in the absence of this confirmation, funds will not be released until notification of acceptance of the applicant's paper has been sent to tri-faculty-research@csu.edu.au</i>



If you are yet to receive confirmation of acceptance of the paper, please provide the due date of the call for papers and the date of outcome notification.
Provide a justification for your participation in the conference, including: <ul style="list-style-type: none">• an explanation of the significance or status of the conference for your area of research and/or discipline• if you have been invited to present a keynote address
Explain how attendance at the conference is important for your research career. (approximately 150 words or less)
Describe your future plans for converting the research presented at the conference into outcomes aligned with the University research strategy. <ul style="list-style-type: none">• include how attendance at the conference assists with this



<p>List the relevant Field of Research (FOR) code/s. Please see full list of FOR Codes. (Please discuss priority codes with your AHOS Research or ADR if guidance is required).</p>
<p><<Insert FoR (4 digit code)>></p>
<p>List any previous funding for conference attendance received within the past 3 years from the University and details of corresponding papers.</p>

3. BUDGET AND JUSTIFICATION

Please provide a detailed budget request and justification for each expense item in the table below. While the conference itself may be held after 2023, all funding provided must be expended by 1 December 2023 as per the funding guidelines. There will be no facility to carry forward funds.

Please ensure your budget is supported by your itinerary and quotes (flights, accommodations, expenses etc) which should be included as part of your application, as a single PDF with this application form.

Budget Item	Cost	Justification
Conference registration		
Accommodation		
Travel		
Meals		
TOTAL budget requested	\$	



4. DECLARATION

Head of School Endorsement			
Head of School comments			
Name			
Signature		Date	
Applicant			
By submitting this application, I confirm I have read the Funding Guidelines and conditions of grants under this program, including relevant Charles Sturt policies, and certify that to the best of my knowledge the information provided in this form is correct and discloses a full and accurate picture.			
Signature		Date	

Attachments

Please check that you have included all required attachments (if applicable) including:

- Itinerary
- Quotes from CSU travel
- Conference registration
- Confirmation of acceptance of paper

Application documents should be collated into a single pdf file.

Associate Dean (Research) comments

Associate Dean (Research) approval

Date

