

The Faculty of Science

Conference and Training Support Scheme for 2019 – Round 1 (January – June)

Guidelines

This scheme will provide **registration, travel and accommodation** support for Faculty of Science staff members, to participate in scientific (national or international) or industry-focused conferences, or to attend training courses specific to CSU research priority areas.

A maximum of \$3500 is available for international conference attendance and \$1500 for national (Australian) conference attendance. There is no maximum amount for training courses, which will be considered on a case by case basis.

Preference will be given to staff who are **not** members of a research centre (ILWS, Graham or NWGIC), and therefore are not eligible for conference support through another scheme. Some funding contribution from the staff member's school, or another funding source, is also expected as a condition of this scheme unless clear reasons not to do so are provided.

The expectation for conference support is that a conference publication or abstract will be generated through either an oral or poster presentation. For industry-focussed conferences, if submission of a poster or presentation is not relevant, that justification will be provided regarding the benefit for CSU presence at this event with clear outcomes for future research/funding industry collaboration.

Applications for training courses will be considered where a detailed justification of the benefit to the individual, research team and University are provided.

Conditions: Round 1 applicants can apply for conferences/training courses scheduled any time during 2019, providing all funding expenditure is accounted for prior to *30 June 2019*. Round 2 of the funding will open in July 2019 for event attendance up to March 2020.

Funds are only available for new/intended conference or training registrations. There will be no reimbursement of costs for conferences / training already booked and paid for.

Round 1: Applications will be considered until 1 June 2019 (unless the available funds are fully expended prior to this date).

- Conference applicants will be provided with program code details to proceed with travel bookings only on proof of acceptance of a presentation or poster.
- Budgets must clearly indicate the amount of support from the staff member's school or any other contributing funds.
- No retrospective claims for costs incurred at the conference can be made over and above that which has been requested and approved. Therefore please be mindful to plan appropriately and budget fully in your initial application.
- Actual costs must be presented (accommodation and airfares particularly). Best guess estimates will not be sanctioned and the lowest available fares must be used. Contact CSU Travel if you need assistance with costings.
- A report to the Faculty, presented within the indicated timeframe, is a condition of acceptance of the funds.
- Incomplete applications will not be considered.
- Only one application per person for this scheme can be made in any *12 month* period.

Application timeline: Applicants should aim to apply at least two months in advance of the conference in order to allow time for assessment, conditional approval of funding by the Faculty and then confirmation on acceptance of abstract / poster submission. Applications received with shorter times for action may not be considered.

Training applications will be considered separately due to the usual requirement for payment of course fees to confirm attendance, and therefore staff are encouraged to contact the FOS ADR Jane Quinn to discuss applications for training courses prior to submission.

Applications will be considered on a rolling basis with an average decision time being approximately 3 weeks from submission.

Travel and conference arrangements must be made through the CSU Travel Office using the program code provided to you by the Faculty. Staff are encouraged not to book travel or accommodation themselves as this may not be reimbursed by this scheme.

To apply, please fill in the application form and return as soon as possible to:

Associate Professor Jane Quinn
Associate Dean Research, Faculty of Science
FOS-ADR-Exec@csu.edu.au