Policy on Conference approval and funding for Academic staff and Higher Degree by Research Students

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Contact officer | Head of Research, Teaching and Learning
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Background information relevant to this policy

Presenting academic papers at conferences nationally and internationally is an important scholarly activity that benefits the presenter and the Institute. Supporting staff and HDR candidates to present scholarly papers at conferences is viewed by Batchelor Institute as one of a number of strategies for building our profile and our research output. Funding for conference participation is, however, limited since it is largely generated from research output from previous years. Applicants therefore should make sure that they check their eligibility for funding and are familiar with the required outputs before they apply.

1. Purpose

This policy describes:

- who is eligible to apply for financial support for conference attendance
- how the application will be assessed,
- the amount of funding that can be sought and
- the specific items that will receive financial support.

2. Scope

This policy applies to specified Academic staff and Researchers and to Higher Degree by Research students of Batchelor Institute who wish to be financially supported to attend a national or international conference for which they have had a paper accepted.

3. Policy statement

3.1 Eligibility
3.1.1 Normally the following are eligible to apply for financial support to present at conferences:
   i. Academic and research staff, either full or part-time, who have been employed for 6 months by Batchelor Institute
   ii. Higher Degree by Research students

3.1.2 In the event that a paper is being jointly prepared (by a combination of eligible staff/students) only one presenter will be considered for funding support. This will normally be the lead presenter.

3.1.3 Adjuncts and other honorary appointees and consultants would not normally be eligible

3.2 Criteria used to assess the application

   3.2.1 A small sub-committee of IREC called the Conference Committee, whose members have been nominated by IREC will normally decide whether or not an application will be supported.

   3.2.2 The Conference Committee will assess the application by the following criteria:
      i. Evidence of a credible plan to publish any conference output in either a refereed conference proceedings or refereed journal [For Higher Degree by research students see 3.3.2 below], and
      ii. Success and timing of any previous applications; that is when the applicant last received funding support to attend a conference and the nature of the output

3.3 Number of conferences funded per year

   3.3.1 Normally no more than one (1) national conference and one (1) international conference will be funded annually.

   3.3.2 Higher Degree by Research students will have the option to present a poster at one (1) national conference across the course of their candidature, normally within the first 12 to 18 months of enrolment.

3.4 What will be financially supported.

   3.4.1 Batchelor Institute will normally fund to the maximum amount agreed before the travel to the conference.

   3.4.2 This would include: airfares and reasonable accommodation and transfers to and from the conference venue and airport and accommodation while at the conference.
i. Upon approval, staff recipients are encouraged to take advantage of cheaper airfares and registration by paying for both as soon as they have permission to attend.

ii. When seeking reimbursement tax invoices or legible receipts must be produced within one calendar month of return from the conference.

iii. Any annual leave that is taken before or after the conference must be approved by the Head of the relevant Faculty or Division.

3.4.3 It will be the responsibility of the Faculties or the Research Training Scheme fund to provide Travel allowance for Staff and Higher Degree by Research students respectively.

3.5 Approval

3.5.1 Academic and research staff should have the approval of their relevant Head of Faculty or Division before forwarding an application to the Executive Officer of IREC.

3.5.2 In considering the application the Conference Committee can decide to:
   i. Conditionally approve the application and the amount of funds requested
   ii. Conditionally approve the application but require further evidence such as an invitation to be a guest speaker, acceptance of a paper or poster before granting final approval;
   iii. Conditionally approve the application but re-negotiate with respect to the amount of funding that will be provided, or
   iv. Not support the application

3.5.3 The Conference committee should make a decision on an application within 5 working days of receiving it.

3.5.4 Decisions should be forwarded to the applicant in an email.

3.5.5 Records of all decisions should be kept by the IREC Executive Officer who shall also track the output.

4. Responsibilities

<table>
<thead>
<tr>
<th>Section</th>
<th>Task</th>
<th>Person/Committee Responsible</th>
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<tbody>
<tr>
<td>3.2.1</td>
<td>Identification of members of the Conference Committee</td>
<td>IREC</td>
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<td>3.2.2</td>
<td>Assessment of the application</td>
<td>The Conference Committee</td>
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<td>3.4.3</td>
<td>Provision of Travel Allowance</td>
<td>Faculties, Divisions</td>
</tr>
<tr>
<td>3.5.1</td>
<td>Approval of application by Head of section before application submitted</td>
<td>Head of Faculties. Divisions</td>
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<td>3.5.2</td>
<td>Approval for funding</td>
<td>Conference Committee</td>
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<td>3.5.4</td>
<td>Notification by email of decision</td>
<td>IREC EO</td>
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<td>3.5.5</td>
<td>Keeping records of decisions</td>
<td>IREC EO</td>
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5. Related documents

Application for Conference funding form

Modification history

<table>
<thead>
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<th>Date</th>
<th>Sections modified</th>
<th>Authority</th>
<th>Details</th>
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<td>H R, T &amp; E</td>
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