Batchelor Institute
of Indigenous Tertiary Education

GUIDELINE			
Conference application and funding			
Date of approval	July 2014	**Approved by**	Head, Higher Education and Research
Date of effect	July 2014	**Current to**	July 2016
Refers to Policy	Research	**Version**	2014 v2.1
Contact Officer	Executive Officer, Research Committee		

1.   Background

1.1   In line with the Institute's Research Plan (2012-2015) and the objectives of its 'Indigenous Research Collaborations' project, the Institute is directly tackling a national need for Indigenous research and researcher capacity building, researcher critical mass and effective nodes and networks of collaboration across the following areas of research concentration:-

- Indigenous Creative Arts,

- Indigenous Education,

- Indigenous Language and Linguistics, and

- Indigenous Australian Communities and Livelihoods.

1.2   One strategy adopted by the Institute to achieve this is to align the allocation of internal research grants, conference funding support and research fellowship funding with these areas of research concentration.

1.3   Supporting staff and HDR candidates to present scholarly papers at conferences nationally and internationally is an important scholarly activity that benefits the presenter and the Institute.

1.4   Conference funding is however limited as it draws from a research block funding pool that is largely generated from the research output of previous years' research activity. Applicants are required to review their eligibility for funding, be familiar with the expectations for a published output and discuss their conference and publishing plans with a senior researcher in the Research Office before applying. Higher Degree by Research Candidates are required to consult with their Primary Supervisor before applying.

2. Purpose

2.1 This Guideline describes:

    2.1.1 who is eligible to apply for financial support for conference attendance,

    2.1.2 how the application will be assessed,

    2.1.3 the amount of funding that can be sought,

    2.1.4 the specific activities that will receive financial support, and

    2.1.5 the approval process.

3. Scope

3.1 This Guideline applies to specified academic staff, professional staff and researchers and to Higher Degree by Research candidates of Batchelor Institute who wish to be financially supported to attend a national or international conference for which they have had a paper accepted.

3.2 The Conference Fund and Guidelines do not provide for staff or candidates to simply attend a conference (i.e. to not present a paper).

4. Guideline details

4.1 Eligibility

    4.1.1 The following are eligible to apply for financial support to present at conferences:

        a. Academic, professional and research staff, either full or part-time, who have:

            i. been employed for 6 months by Batchelor Institute,

            ii. a current 'Individual Researcher Plan' registered with the Research Office, and

            iii. a current research output profile on the Institute's Research Repository.

        b. Higher Degree by Research candidate, who have:

            i. an approved Individual Candidate Research Plan, and

            ii. written support from their primary supervisor.

    4.1.2 In the event that a paper is being jointly prepared (by a combination of eligible staff/candidates) only one presenter at the Institute will be considered for funding support. This will typically be the lead presenter.

    4.1.3 Adjuncts and other honorary appointees and consultants of the Institute are not eligible.

4.2 Criteria used to assess the application

    4.2.1 A sub-committee of the Institute Research Committee called the "Internal Grants Sub-Committee" will normally decide whether or not an application will be supported.

4.2.2 The Internal Grants Sub-Committee will assess the application by the following criteria:

    a.   Evidence of the development of a paper (not simply a powerpoint presentation) to a sufficient level to support conversion to a manuscript for peer review

    b.   Demonstration of a credible plan to publish the conference paper in either a refereed conference proceedings or refereed journal [For Higher Degree by Research students see 4.3.2 below], and

    c.   Whether any previous funding under this scheme to the applicant successfully resulted in a research output for the Institute.

4.3 Number of conferences funded per year

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

4.3.2 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.

4.4 Financial and other support

4.4.1 Batchelor Institute will fund to a maximum amount agreed before the travel to the conference.

4.4.2 Financial support would normally include: conference registration fees, airfares, reasonable accommodation and transfers to and from the conference venue and airport, accommodation while at the conference and travel allowance.

4.4.3 All financial transactions and claims for reimbursement related to approved conference travel must conform to the Institute's finance policies and procedures, including adherence to project budget, financial delegation limits and procurement procedures.

4.4.4 All requests for reimbursement must be received by the Research Office within one calendar month of return from the conference.

4.4.5 International travel insurance is available to staff and candidates for any international travel component.

4.5 Approval

4.5.1 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 the Research Committee.

4.5.2 In considering the application the Internal Grants Sub-Committee can decide to:

    a.   Approve the application, with or without specific conditions,

    b.   Require further information be provided prior to a final decision being made;

    c.   Conditionally approve the application and negotiate the amount of funding to be provided, or

    d.   Not support the application.

4.5.3 The Internal Grants Sub-Committee should make a decision on an application within 5 working days of receiving it.

4.5.4 Travel plans that include taking Annual Recreation Leave (ARL), Leave Without Pay (LWOP), Long-Service Leave (LSL) or any other leave immediately before, during or following directly on from a conference must be declared as part of the application and be supported by the Head of Faculty or Division and approved by the Director.

4.5.5 Proposals for conference funding that involve international travel will require approval of the Director

4.5.6 Decisions on conference funding applications are to be forwarded to the applicant in an email.

4.5.7 Records of all decisions are to be kept by the Research Committee Executive Officer who shall also track the output.

5. Responsibilities

Section	Task	Person/Committee Responsible
4.1.1	Identification of members of the Internal Grants Sub-Committee	Research Committee Chair
4.1.2	Assessment of the application	Internal Grants Sub-Committee
4.5.1	Approval of application by Head of Section before application submitted	Head of Faculties/Divisions
4.5.2	Approval for funding	Internal Grants Sub-Committee
4.5.4	Approval to combine leave with Conference	Director
4.5.5	Approval for international travel	Director
4.5.6	Notification by email of decision	Executive Officer
4.5.7	Keeping records of decisions	Executive Officer

6. Related documents

Batchelor Institute Research Plan (2012- 2015)

Research Policy

Collaborative Research Network – Indigenous Research Collaborations – Funding Agreement

Guideline for Internal Research Fellowship application and funding

Conference Application Form

7. Modification history

Version	Date	Details of modifications
V1	Feb 2013	Created
V2.1	July 2014	Reformat; Updated Division name and minor amendments.

8. Feedback

If you have any comments or feedback about this guideline please contact the Senior Administrator, Higher Education and Research or the Executive Officer, Research Committee.