RESEARCH SCHOOL OF HUMANITIES AND THE ARTS: GUIDELINES FOR STAFF CONFERENCE, SYMPOSIA AND WORKSHOP FUNDING 2019

PURPOSE

The Research School of Humanities and the Arts (RSHA) recognizes that academic staff need to attend conferences, symposia and workshops as an intrinsic part of their academic life. Participation in these events also helps to promote a strong and vibrant research culture and raise the profile of RSHA and the University. For these reasons RSHA has established a competitive funding pool to make a contribution towards the cost of registration, travel and accommodation incurred by staff members when attending conferences, symposia and workshops.

ELIGIBILITY

RSHA academic staff (Academic level A-C) who are continuing or fixed term contract (with at least 12 months remaining on an employment contract) are eligible to apply. Priority will be given to ECRs. Staff on OSP or a period of research leave during or in conjunction with the proposed travel dates are not eligible to apply, however a case can be made for staff on research leave who do not have other sources of university funding while on research leave.

All applicants must ensure that their teaching and administrative duties are covered for the period of absence.

Applicants must be presenting a paper and show evidence of the paper being accepted; making a specified contribution to a workshop; or undertaking a creative presentation.

GUIDELINES

Applications for support of up to $2500 will be considered.

The following will not be supported:

- Per diems, or costs associated with meals.
- Retrospective funding (except under exceptional circumstances). Only travel between 1 July 2019 – 31 December 2019 is supported.
- Teaching replacement salaries.
- Conference travel already funded by any other area of the University or by external funding (for example as a recipient of ARC funded travel support).

Applications must be accompanied by a clear and detailed budget and justification, with travel quotes.

Applications will rank higher if they can demonstrate concrete benefits to the local School/College and across other ANU Colleges where possible. Factors that will be considered include impact and...
engagement, esteem factors, outreach, working with alumni, international agents and institutional staff and developing research and educational networks.

All funds must be spent and cleared by Financial Shared Services by early December 2019. No purchase card spending or reimbursements are accepted after the first week of December 2019.

CRITERIA FOR SELECTION

Inter alia the following criteria will be considered when assessing applications:

1. The standing of the conference, symposium or workshop.
2. Whether applications to give papers or creative presentations have been the subject of a pre-selection process and acceptance
3. A clear statement of prospective outcomes of the event (detailed information must be provided: e.g. plans for publication in peer reviewed journal, an edited collection or evidence of the significance of the performance or exhibition, agreement to present an ANU seminar upon return from travel).
4. Preference will be given to academic staff who do not have any other sources of funding.
5. A statement outlining concrete plans and proposed benefits for the School and ANU in supporting the travel request.
6. A statement (where relevant) outlining the measureable outcomes associated with past RSHA Staff travel funding, with an activities acquittal and supporting documentation.

PROCEDURE FOR APPLICATION

Applications should be made on the application form “APPLICATION FORM- RSHA STAFF CONFERENCE, SYMPOSIA AND WORKSHOP 2019” and forwarded to the Secretariat Mrs Rosemary Shepherd at rsha.ea.cass@anu.edu.au by COB Friday 28 June 2019.

The relevant Head of School will email their separate endorsement addressed to the Chair (and sent to rsha.ea.cass@anu.edu.au , EA to the RSHA Director). Applicants must submit a copy of the application for endorsement to the Head one week prior to the advertised closing date.

The Director of RSHA is responsible for authorising applications after consideration of recommendations from an RSHA Staff Funding Sub-Committee.

Applications will close on COB Friday 28 June 2019. Successful applicants will be notified within 4 weeks of the closing date or earlier if required. Funding should not be sought for travel prior to 1 July 2019.