

Request for approval of funding to support external visitors at the Research School of Humanities & the Arts- 2017/2018

Guidelines for Funding

The Research School of Humanities & the Arts (RSHA) seeks to promote its activities to the widest audience.

Funds are available to support distinguished external visitors to RSHA to undertake research fellowships or participate in public lectures, conferences, seminars, exhibitions, performances, forums and cross-College collaborations. Visitors for 2017/2018 are now being considered. Please note that limited funding is still available for 2017 visitor applications.

Academic continuing and fixed-term staff are invited to submit proposals to fund initiatives which have a high RSHA profile or content. The RSHA contribution should not normally exceed \$10,000 and only travel and accommodation costs will be supported. Please note that the University does not normally fund business or premium economy fares (https://policies.anu.edu.au/pp/document/ANUP_000676).

Standard accommodation rates at University House for short stays and at Liversidge apartments for long stays is preferred. Internal ANU accommodation rates should be requested when obtaining quotes.

Co-sponsorship of events is encouraged. Funding will not be provided for retrospective events.

All funds must be spent and cleared by Financial Shared Services by early December in the year applied for (i.e., funding for a 2017 visitor must be cleared by early December 2017).

Proposals will be considered by the RSHA External Visitor Support Sub-Committee of the RSHA Executive Committee.

There will be two application rounds in 2017, with the closing dates Friday 21 April 2017 and Friday 20 October 2017 respectively. Closing dates will be strictly adhered to, except in unusual circumstances with written permission from the Chair, the Director of RSHA.

Please note that this call for proposals is separate from other RSHA conference and visiting fellow initiatives, like the Humanities Research Centre activities (<http://hrc.anu.edu.au>).

How to submit a proposal

The following broad criteria will be used to assess proposals:

- What will be the outcome of the project? What publications, research opportunities, educational or other benefits (e.g., publicity) will come from the project for the RSHA?
- Will the project raise the profile of the RSHA?

- Will the project attract other external funding or collaborations? Applicants are encouraged to discuss this with their Head of School when developing their applications.
- Does the project attract broad CASS and ANU expertise and involvement? Applicants are encouraged to seek strong cross-School collaborations.
- Is the project or event research focused? Visitors should not be engaged to teach ANU accredited courses, though activities can include an educational benefit, such as an informal workshop or masterclass.
- Does the project include a public event, such as a public lecture, seminar, exhibition, or performance?
- Can the visitor contribute a seminar, lecture, or workshop to the HRC? Applicants are encouraged to discuss possible activities with the Head of the HRC, Professor Will Christie, and to include plans in their applications.
- Have applicants submitted reports of past visitor funding (if relevant), with details of evidence of impact?

A one page summary should include the following information:

- Applicant/s details;
- Type of activity;
- Proposed date/s and venue;
- Proposed participants;
- Rationale for the visit;
- Co-sponsorship, either proposed or confirmed;
- Proposed outcomes, including collaborations and activities;
- List of outcomes from previous RSHA External Visitor funding application (if relevant).

Attachments to support your application should include:

- Participant CV's;
- Proposed budget, including amount requested from RSHA;
- Copies of quotes for airfares and accommodation;
- Written confirmation from participants with in-principle agreement that they will attend subject to available funding;
- Written confirmation of co-sponsorship from other funding bodies and/or venues availability (if applicable);
- Attachments that support evidence of outcomes from previous RSHA External Visitor funding application (if relevant).

Applications should be submitted to your Head of School for approval at least one week before the advertised Research School closing date for consideration. Your Head of School will email endorsements to the RSHA Directorate before the closing date.

Before the advertised closing day you should also submit your application and attachments electronically to:

Rosemary Shepherd – rosemary.shepherd@anu.edu.au
 Executive Assistant to the Director
 Research School of Humanities & the Arts
 Sir Roland Wilson Building 120

Receipt of applications will be acknowledged by return email.