CONFERENCE SUPPORT POLICY AND PROCEDURES

PO-STA-29

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Context
Presenting academic papers at conferences nationally and internationally is an important scholarly activity that benefits the presenter and the College. Presenting scholarly papers at conferences is viewed by Excelsia College as one of a number of strategies for building our profile and our research output. Funding for conference participation is limited. Applicants therefore should make sure that they check their eligibility for funding and are familiar with the required outputs before they apply.

Purpose
• Conference support is available for academic staff to attend eligible conferences.
• Conference support is intended to:
  – improve the College’s research and scholarship performance
  – support research that has potential for transfer into professional practice.
• Proposals can request:
  – contributions to costs of conference fees and related accommodation
  – contributions to travel related to research or conference paper presentations in and outside Australia.

Process
Applications will be considered by a Conference Funding Panel comprising the:
  – Academic Director (Chair)
  – Director of Research
  – Director of Academic Development
  – Manager Human Resources.

Criteria
• Conference support is available for ongoing staff, and to contract staff who have at least 12 months remaining on their contracts at the time of conference.
• Presenting a paper at the conference is expected to lead to publication in a refereed journal, a fully peer reviewed and published conference publication, or a creative work meeting ERA criteria (e.g. live performance of creative works, recorded/rendered creative works, curated or produced substantial public exhibitions and events).
• Academic staff who have previously received conference support are only eligible to receive funding if they provide evidence indicating that one of the abovementioned outcomes was achieved.

Guidelines
• Academic staff may apply for more than one grant per calendar year subject to funding and evidence of outcomes.
• Outcomes must be achieved and demonstrated. No further conference funds will be allocated until the required output is produced. It is expected this will occur within 12 months of conference attendance.

Priority
Priority will be given to:
  – new or early career researchers
  – staff who are willing to promote the College and its courses as part of conference attendance, and
  – staff who are not currently receiving funding from grants.
Requirements
The applicant is required to:

• outline the proposed outcome(s) of the conference attendance, e.g. the plan for publication, journal names, performance/exhibition details, etc.

• have a feasible, cost-effective and valid plan for achieving outcomes, including:
  – best prices have been sourced
  – all costs justified (e.g. information on registration fees included, cheapest travel selected, etc.)
  – arrangements have been made for teaching obligations.

• if applicable, provide evidence of eligible research outputs which have resulted from previous conference support funding.

Claims

• Funds are limited and applications will be rated competitively.

• Travel will only be funded for the cheapest feasible alternative.

• If funds are being sought to cover teaching, please remember to add on-costs.

• On completion of the activity, only actual expenses can be claimed in accordance with the travel policy.

Associated Documents
Application for Conference Funding