
Conference Support Grant Funding Rules 2021

1. Submission Deadline

Applications for funding will be accepted at any time in 2021.

2. Details

The College Conference Support Grant (CCSG) is a vital part of the College of Business, Government and Law's commitment to raising the quality of individual and collective research outputs across its academic staff. The CCSG provides support for academics who wish to submit or have had a paper accepted for presentation at a conference of quality, international or domestic, and acts as a seeding ground for the initial writing of top quality articles.

It is expected that a publication that will strengthen the College's ERA submission will result from the material presented at the conference. The College's preference is for publication outcomes in ERA eligible journals (especially Q1 or top 10% in Scimago, or A/A* in ABDC/Law) and preferably related to FoR Codes 15, 1602, 1605, 1606, or 18, book chapters, and/or books.

3. Eligible Conferences

3.1 Eligible Conferences

To be eligible for funding, the conference must:

- not have occurred or started prior to the funding award date. Applications for conference funding that are submitted *during or after* the dates of the conference for which they seek support will be not considered.
- be of demonstrable top quality e.g. held by an organisation associated with a top journal; attended by top scholars in the field; have significant rejection rates; expect full papers to be submitted in advance; provide written peer review feedback on full papers.

4. Participant Eligibility

4.1 Applicants

To be eligible for CCSG funding, the applicant will:

- be a balanced or research only academic staff member or post-doctoral fellow appointed for one or more years at 0.4 FTE;
- be 'research active' as defined in Appendix I of the university's Policy on Research Higher Degrees, or shown as 'research active' in the university data management system (RMIS);
- if funding under any previous internal research support scheme has been received, be able to identify a satisfactory output from that funding (submitted article or book chapter, grant application etc.).

Teaching Specialists and staff with academic status are not eligible for conference attendance funding support through this scheme. Professional staff seeking conference support should apply through the Professional Staff Conference Scheme.

4.2 Application submission limits

CCSG support can be awarded to an individual only **two times per year**.

5. Funding

5.1 Level and Period of Funding

The following indicative funding amounts apply:

- Top quality international conferences: up to \$4,000
- High quality international conferences and workshops: up to \$3,000
- Top quality domestic conferences and workshops: up to \$1,500
- High quality domestic conferences and workshops: up to \$750

Please note, if conference paper acceptance is pending at the time of application, a conditional award of funding support may be made provided all other criteria for support are satisfied. Funds will only be released, however, on presentation of written evidence (letter or email) that a paper has been accepted by the conference organisers.

Funding will be available to successful applicants from the date of the award to 90 days after the end date of the conference for which support is sought.

5.2 Eligible Expenses

The following items are eligible for funding under CCSG in 2021:

- conference registration

5.3 Ineligible Expenses

The following items are not supported:

- Travel
- Conference dinner
- Salaries or consulting fees
- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment.

6. Applications

6.1 Application format

Applications for funding from the CCSG scheme must be made using the CCSG application form. All parts of the application form must be completed, and all supporting documentation supplied, for an application to be eligible for assessment.

6.2 Budget

Each budget item should be precisely named and priced, with evidence to support costs provided where available.

Reference to any financial or in-kind contributions from other sources should be included on the Application Form.

6.3 Submission

Application forms and associated supporting documentation must be submitted to cbgl.research@flinders.edu.au.

Upon submission applicants will receive confirmation of receipt by return email within 5 working days. If you have not received confirmation of receipt by that time, please contact cbgl.research@flinders.edu.au.

7. Assessment Procedure

All applications for Conference Support Grant funding will be assessed by the Dean Research with advice from senior academic staff members and top researchers at the College where required. The Dean Research will prepare funding recommendations and present these to the Vice President and Executive Dean, who will make the final decision on awards.

Applications will be assessed based on the following criteria:

- Applicant's track record – research income, quality of research output, end user engagement and impact, any Early Career Researcher (ECR) status (based on the Flinders University definition of an ECR i.e. 1-8years post PhD conferral)
- The use of previously awarded conference funds to publish quality papers
- Nature, timing and quality of proposed outputs
- Completeness of the application (those containing incomplete, inaccurate or misleading information will not be funded).

- Quality of the conference (e.g. held annually by an organisation associated with a top journal; attended by top scholars in the field; with significant rejection rates; expecting full papers to be submitted in advance; providing written peer review feedback on full papers)

International conferences

- Top quality international conferences will held by an organisation associated with a top journal; attended by top scholars in the field; with significant rejection rates; expecting full papers to be submitted in advance; providing written peer review feedback on full papers (funding of up to \$4,000).
- High quality international conferences are likely to be held by an organisation associated with a top journal; attended by top scholars in the field; with significant rejection rates; expecting full papers to be submitted in advance (funding of up to \$3,000).

Australian conferences

- High quality domestic conferences and workshops are likely to be attended by top scholars in the field, with peer review of full papers (funding of up to \$1,500).
- High quality domestic conferences and workshops are likely to be attended by top scholars in the field, and may expect full papers to be submitted in advance (funding of up to \$750).

8. Successful Applicant Responsibilities

Staff awarded conference funding must:

- present said paper at the conference for which support is provided
- ensure all expenditure is consistent with the application budget and all financial claims against the project account are submitted in a timely fashion and prior to the end of the funding period

AND

- within six months of attending the conference for which support has been provided, submit to the College a report (using the relevant proforma available by contacting cbgl.research@flinders.edu.au).

Failure to complete the above steps without adequate explanation will be taken into account in assessing future applications for conference or other research support funding, and may result in funding being refused or reduced.

COLLEGE CONFERENCE SUPPORT GRANT APPLICATION 2021

SECTION A: TO BE COMPLETED BY THE APPLICANT

A1. APPLICANT DETAILS

Name:	
Research Section:	

It is a requirement that all funding requests **must** be accompanied by a completed [Applicant Profile Form](#).

A2. CONFERENCE DETAILS

Title:				
Location:				
Conference Dates:	From:		To:	
Absent from University:	From:		To:	

Explain below how this is a top quality conference (refer to College Conference Support Grant Funding Rules)

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A3. PROPOSED OUTPUT (e.g. journal article, book or book chapter for

Paper Type:		Publisher/Journal:	
Paper Title:			
Provide the journal percentile or publisher rank if available (see below):			Percentile Rank

JOURNAL & PUBLICATION RANK SOURCES

- [SCIMAGO Journal Rank](#) (website)
- A* Law Journal Rank (Please contact cbgl.research@flinders.edu.au if you require a copy of the Law Journal list)
- [ABDC - Australian Business Deans Council Master Journal List](#) (website)
- [WASS-SENSE book publishers ranking list](#) (spreadsheet)

A4. FINANCE REQUIREMENTS

Conference registration (supporting documentation required)		
	TOTAL	
Financial assistance received or expected from conference organisers (documentation required, see Attachment Checklist)		

A5. CERTIFICATION - APPLICANT

The Applicant

I certify that, to the best of my knowledge, all the details on this form are true and complete.

Name	
Sign (Digital Signature)	

Important Information:

- Endorsement from your Supervisor or Teaching Program Leader (balanced academics only) must be obtained prior to submitting this form (see [Section B](#))
- Applicants are to refer to the [Attachment Checklist](#) prior to submitting their form electronically.
- Completed applications are to be submitted to cbgl.research@flinders.edu.au by the CCSG submission closing dates.

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SECTION B: TO BE COMPLETED BY THE APPLICANT'S SUPERVISOR OR TEACHING PROGRAM LEADER (BALANCED ACADEMICS)

B1. CERTIFICATION - SUPERVISOR/TEACHING PROGRAM LEADER TO COMPLETE

SUPERVISOR: I certify that all necessary arrangements have been made to cover the applicant's absence

Name	
Sign (Digital Signature)	

ATTACHMENT CHECKLIST

CONFERENCE DETAILS (Application Form, section A2)

	Applicant Profile form (required)
	Conference abstract (required)
<input type="checkbox"/>	Notice of Announcement of Conference (required)
<input type="checkbox"/>	Acknowledgement of acceptance (evidence must be supplied prior to funds being released)
<input type="checkbox"/>	Letter of invitation (if applicable)
<input type="checkbox"/>	Notice of acceptance of paper for peer review (if available)

FINANCE REQUIREMENTS (Application Form, section A4)

<input type="checkbox"/>	Documentation for conference registration (required)
	Evidence of Financial assistance received or expected from conference organisers (required if applicable)

[END OF FORM]