

John Chalmers Travel Fellowship for Early Career Academics Guidelines

1. Purpose

1.1 John Chalmers Travel Fellowship

The John Chalmers Travel Fellowships will support early career academics to attend a national or international conference to advance their professional standing in their chosen health and medical research or education field.

Professor John Chalmers AC was the Foundation Professor of Medicine and later Dean at Flinders University and Flinders Medical Centre (1975-1966). He is an eminent medical professional and researcher.

2. Eligibility

2.1 Participant Eligibility

To be eligible to apply for a John Chalmers Travel Fellowship the applicant must:

- Hold an academic position in the College of Medicine and Public Health (CMPH)
- Have a minimum appointment of 0.4FTE at the time of the conference
- Be less than 8 years from PhD conferral (career disruptions will be considered)
- Have been invited to present a paper or to participate in some equally substantial way in a national or international conference.

2.2 Ineligible Applicants

The following are ineligible to apply for a John Chalmers Travel Fellowship:

- Applicants who received funding the previous year
- Applicants applying for retrospective funding
- Applicants who have been with the College for less than six (6) months.

3. Funding

3.1 Level of Funding

There are two grants for international travel and two grants for domestic travel. Funding available will be determined on an annual basis. In 2024 there are **two \$1500 international** travel fellowships and **two \$500 national** travel fellowships available.

3.2 Eligible Expenses

The following expenses are eligible under the John Chalmers Travel Fellowships:

- Economy travel for conference attendance
- Conference registration fees
- Accommodation for the period of the conference.

3.3 Ineligible Expenses

The following expenses are ineligible under the John Chalmers Travel Fellowship:

- Per diem expenses
- Equipment
- Personal effects
- Additional travel expenses including but not limited to additional luggage allowance, visas, international roaming charges, passports, and airline memberships
- Tipping
- Accommodation outside of the conference dates.

3.4 Funding Rules

Funding must be expended and acquitted in the University calendar year awarded.

Funds must be expended in accordance with University policies and procedures, and in line with the approved application.

Travel must be booked using the appropriate Flinders University systems, with relevant approvals.

The appropriate FHMRI affiliations must be used on all presentations and abstracts.

3.5 Payment Mechanism

The successful applicants will be reimbursed the awarded funds to the identified account.

4. Application

Application Format and Submission

Applications are to be submitted using the online application form. All parts of the application form must be completed, and all supporting documents provided at the point of application.

Assessment

Applications will be assessed by the College Resource Committee using the following criteria:

- The applicant's contribution to the conference
- Benefit to the individual's work area
- Benefit to the individual
- Level of support from supervisor and/or cost centre
- The University's Equal Opportunity policies
- Availability of funds.

Preference may be given to applicants who have not received any other University funding.

All decisions are made at the discretion of the Resource Committee and are considered final.

Successful Applicant Responsibilities

Applicant Responsibilities

Staff awarded funding must:

- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures
- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two (2) months of the identified activities.
- Submit a travel report using the provided template within one (1) month of the activity being completed.

Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

[Enterprise Agreement 2023-26](#)

[Travel Policy](#)