EMCR Research Conference Support Grant Funding Guidelines

1. Submission Deadline

This year, there will be two application intakes. Staff will be notified ahead of each round through the CMPH eNews and the FHMRI news. There is a fixed budget for this scheme, once funding has been exhausted no further grants will be funded within the given year.

2. Purpose

The FHMRI Research Conference Support Grant (RCSG) is a vital part of the College of Medicine and Public Health's commitment to raising the quality of individual and collective research outputs by enabling collaboration, dissemination of research findings, and sharing of ideas and methods. It is recognised that Early/Mid-Career Researchers (EMCRs) may require additional support to attend scientific conferences. The RCSG provides support for EMCRs who have had a paper accepted for presentation at an international or domestic conference of quality and acts as a seeding ground for the initial writing of top quality journal articles.

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 retrospective funding will not be considered.
- be of demonstrable top quality e.g. held by an organisation associated with a top journal or peak national or international professional society or association; have competitive peer review of abstracts.

4. Participant Eligibility

4.1 Applicants

To be eligible for RCSG funding, the applicant will:

- be a balanced or research only academic staff member or post-doctoral fellow appointed for one or more years at 0.5 FTE or more or a full academic status holder;
- hold a PhD or equivalent post-doctoral qualification and be within 10 years since conferring of degree, taking career disruptions into account;
- have a paper or abstract accepted for presentation/poster at the conference for which support funding is requested; provisional approval may be provided pending acceptance of a presentation/poster at the conference;
- The accepted paper must have the correct FHMRI author affiliation listed.

4.2 Application Submission Limits

RCSG support can be awarded to an individual **once per year**. Only one conference support grant will be awarded per paper. Therefore, two researchers cannot receive a Conference Travel grant to present the same paper.

5. Funding

5.1 Level and Period of Funding

It is intended that this grant will support research conference attendance and that any additional funds required by the applicant will be obtained from other sources. Applicants with consultancy or consolidated accounts will be asked to use those funds prior to applying to RCSG. The following indicative funding amounts apply, subject to availability:

- International conferences: up to $2,000
- Domestic conferences: up to $1,000

5.2 Eligible Expenses

The following items are eligible for funding under RCSG:

- Economy travel (eg, flights) to conference attendance
- Conference registration.

5.3 Ineligible Expenses

The following items are not supported:

- Conference dinner or other meals
- Per diem expenses
- 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
- Luggage allowance or additional travel expenses.

6. Applications

6.1 Application Format and Submission

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

6.2 Application requirements

The following requirements must be met as part of the application:

- A Nu-Trip request must be submitted and approved prior to submission of funding application. The applicant must select 'personal contribution' or 'Research Grant Funded (Tied)' under the budget details and add a note to the additional budget information at the request is in preparation for the travel scheme funding. Copy of the NuTrip application is to be included in the online form.
- Applications must be submitted prior to the conference date. Retrospective applications will not be considered.

7. Assessment Procedure

All applications for Research Conference Support Grant funding will be assessed by the FHMRI Director with advice from FHMRI Management Committee and senior researchers at the College where required.

8. Successful Applicant Responsibilities

Staff awarded conference funding must:

- present said paper at the conference for which support is provided;
- book travel through the appropriate Flinders systems;
- 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.

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