

## All Staff Opportunity Scheme (ALSO)

### Purpose and aims

The All Staff Opportunity Scheme (ALSO) is a College initiative to support staff to undertake activities that will:

- Support the teaching and/or research programs of the College.
- Facilitate the development of new skills in the applicant's field which can be imparted to others across the College.
- Provide opportunities for interdisciplinary collaboration and inter-professional development.

ALSO is available to the following University funded College staff:

- Professional staff
- Academic staff as defined in the Outside Studies Program rules:  
<http://www.flinders.edu.au/ppmanual/staff/leave/outside-studies.cfm>.
- Research-only staff

### Eligibility#

- Academic staff holding balanced roles and research-only academic staff must fulfill the criteria of being 'research active'.
- Applicants must demonstrate how the learning outcomes of participation in the event/activity will be of advantage to the College.
- A 1-2 page report outlining the benefits gained must be submitted within 1 month of participation in the activity.
- Senior research staff who receive travel support in their funding arrangements will not be eligible for ALSO funding.
- ALSO funding is not intended to supplement an existing Outside Studies Program (OSP) or Overseas Conference Leave (OCL), but will offer financial aid for opportunities which fall outside the parameters of OSP or OCL.
- Successful applicants are not eligible to re-apply within a three (3) year period.

### Funding Available

- \$750 for activities within Australia.
- \$2,500 for overseas activities.
- Early and mid-career academics are eligible for increased funding support through the **E/MCA 'boost'**: up to \$1,500 for national activities and \$4,000 for international activities. Academic staff

eligible for the E/MCA boost must be within 10 years (full-time equivalent) post-PhD conferral at the time of attending the conference.

- Other funding (e.g. annual conference leave funding from the applicant's department) will still apply and can be added to ALSO funds where appropriate.
- The proposed activity may be local, interstate or overseas.
- A limited number of applications will be funded each year and all applicants will be considered on merit.
- The expected duration of the staff member's leave will be 1-2 weeks with a 14 day maximum period of absence from the University.
- Initial approval through your Supervisor or Head of Department is required.
- Your application will be assessed against guidelines and referred to the Dean P&R or delegate (for academic and research staff) or Head of College Services (for all other professional staff) for approval.
- If the period of leave includes personal leave days, a draft travel diary must be provided with the application, including details and documentation to support each day's activities.
- **Staff apply for reimbursement of the approved funds within 2 months *after the activity*, and following submission of a suitable claim.** Tax invoices must be provided to substantiate all expenditure.

## Submission of applications

- Applicants must complete the ALSO application form and ensure relevant supporting documentation is provided.
- Early and mid-career academics seeking funding under the increased funding limits should state this in a cover email accompanying their application, and indicate their year of PhD conferral.
- Completed application forms should be submitted to [cmph.operations@flinders.edu.au](mailto:cmph.operations@flinders.edu.au)
- Applications should be received by the College no less than 6 weeks before program commencement to ensure timely processing and approval.
- Applicants can expect the Dean's/DoCS's/delegate's decision will usually be communicated within 2 weeks of submission to the College HR Admin.
- Retrospective applications will not be considered.

# Submissions during the period of Covid-19 travel restrictions can be made for activities that are delivered online or that take into account travel restrictions and social distancing guidelines in operation at the time.