

# CNHS Academic Professional Development Funding Schemes

## GUIDELINES

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## **Guidelines for access and application to the CNHS Academic Professional Development Funding Schemes:**

The College of Nursing and Health Sciences acknowledges the importance of all academic staff participating in regular professional development which provides an opportunity for extending knowledge and skills of relevance to their university employment. It is an expectation that the knowledge gained through funded opportunities is shared via various means (e.g. seminars, workshops, newsletter contributions) such that the broader College can also gain benefit from the investment.

There are various means by which academic staff can be supported financially to participate in professional development:

### **1. Outside Studies Program ([OSP](#))**

“The Outside Studies Program provides academic staff with a period free from normal academic responsibilities for the purpose of:

- pursuing sustained research and scholarly enrichment in another institution or research organisation
- gaining experience in teaching and supervision
- gaining experience in course and curriculum development
- upgrading professional expertise by placement with a government agency, professional organisation or private industry
- enhancing artistic performance and creative growth
- re-training for new roles within the University
- keeping abreast of recent developments and improvements in research techniques
- undertaking studies for the completion of a higher degree”.

#### ***Financial support***

The maximum CNHS funded amounts for OSP’s are:

- Program within South Australia: no funding provided.
- Program within Australia (outside of South Australia) and New Zealand: up to \$2,000.
- Overseas programs (outside of Australia and New Zealand) where the period of absence from South Australia is:
  - Up to and including 2 weeks: up to \$2,000
  - Over 2 weeks and up to and including 6 weeks: up to \$2,500
  - 7 weeks and up to and including 12 weeks: up to \$3,500
  - Over 12 weeks: up to \$4,500

### ***Applications***

- A limited number of applications will be funded each year and all requests for OSP will be considered on a merit basis.
- Applications must be made on the appropriate [\(HR/OSP\)](#) form with supporting evidence of course/costs etc.
- Applications will be called for by the Dean People & Resources with closing date specified on callout. Please submit completed package to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au).
- The college endeavours to communicate the decision within 4 weeks of closing.

### ***Reporting requirements.***

- All staff granted funding support from the OSP scheme are required to submit a report to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au) and copy to their supervisor within two months of returning, documenting his/her OSP outcomes and shall not be considered for further OSP unless this report is received.
- [Guidelines for Preparation of Reports on Outside Studies Programs.](#)
- All staff are also required to communicate relevant information gained from OSP through CNHS communication strategies such as the NHS newsletter or Research Section seminars.

### **USEFUL LINKS:**

- [Frequently asked questions](#) – scroll down in this link to access Further Information (What you need to know before you book travel, while you're away, and what to do then you get back).
- <https://staff.flinders.edu.au/workplace-support/travel>
- [OSP](#)
- [Outside Studies Scheme policy](#)
- [Travel Diary](#)
- [Eligibility](#) (Clause 68 of the Enterprise Agreement)

## **2. Overseas (including New Zealand) Conference Scheme – including Overseas Conference Leave (OCL)**

“The purpose of this scheme is to assist members of academic staff who are invited to make substantial contributions to overseas conferences of significant importance. All members of the University’s academic staff appointed for one year or more with an appointment fraction of 0.4FTE and above are eligible to apply for financial support in the form of a contribution towards travel expenses.”

### ***Financial support***

- The maximum CNHS-funded amount for OCL is \$2,500 (for Full Time Employment and is pro- rated for fractional appointments at 0.4FTE and above).
- The CNHS will only fund an academic staff member for one trip per calendar year from the OCL Scheme.

- Funding adjustments may be required where financial assistance is offered from external sources.
- Funding will not exceed quotes provided as part of any application.
- Evidence must be provided to confirm that the conference is reputable.
- The amount of financial support granted will be forwarded to you via the payroll system as this is classed as an “Allowance” and reported on your annual Income Statement.
- Financial support will only be supported if travel is booked through Flinders University preferred supplier, Phil Hoffman travel (as per the University [\[travel policy\]](#))

Important note: Payroll Services process payment closer to the travel date (usually 1 month prior) if you require payment sooner than the standard timeframe please contact payroll directly on [payroll@flinders.edu.au](mailto:payroll@flinders.edu.au) to discuss earlier payment options.

### ***Applications***

- A limited number of applications will be funded each year, and all requests for funding support will be considered on a merit basis.
- Applications **must**:
  - be submitted on the current [CNHS OSC Application Form](#) and the [Application for support from the overseas conference fund](#) (P&C/OCL) form.  
Note: refer to the Related Links section on page 2.
  - Provide details of the conference including,
  - confirmation from conference organiser regarding contribution,
  - financial estimates/quotes in support of planned expenditure.
  - Copy of Invoice / quote from Phil Hoffman travel  
Note: Please provide PDF version of supporting documents including costings rather than links to a conference as oftentimes these are not viewable publicly.
- Please include a PDF copy of your Nutrip application as part of your supporting evidence **(noting Nutrip travel approval does not constitute CNHS Academic Professional Development Funding Scheme approval)**.
- Applications must be endorsed by your supervisor prior to submission. They must be satisfied that the OCL is of value to the staff members academic pursuits and is a genuine scholarly conference. To support this requirement please submit the following to your supervisor for review/endorsement and onforwarding to the Dean People & Resources at [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au).
- Applications should be received no less than 8 weeks before the conference to ensure timely processing and approval.
- The college endeavours to communicate the outcome within 2 weeks of submission of a complete application.

### ***Reporting requirements.***

Overseas Conferences with financial support from the Overseas Conference Scheme. Completed reports should be emailed to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au) and include:

#### **1. NAME AND POSITION**

Details of your appointment at the University (i.e. Name, Classification, Academic Organisational Unit)

#### **2. CONFERENCES ATTENDED**

Give details of the conference(s) attended and of your participation in the proceedings (e.g. the title of any papers or poster sessions you presented, the topic of sessions you were invited to chair etc.)

#### **3. OTHER ACTIVITIES UNDERTAKEN**

Describe briefly any other academic activities undertaken during the period granted for attendance at the conference (e.g. visits to laboratories, library holdings or other institutions)

#### **4. FINANCIAL ASSISTANCE**

Briefly summarise how the OCS funding support was utilised and attach photocopies of all relevant documentation in support of travel.

If the amount received from other sources exceeds the cost necessarily incurred by a staff member in attending the conference, the staff member will be required to refund part of the total grant allocated by the Overseas Conference Scheme.

### **3. College of Nursing and Health Sciences Professional Development Funding Scheme ("Local" \*)**

The College of Nursing and Health Sciences acknowledges the importance of all academic staff participating in regular professional development which provides an opportunity for extending knowledge and skills of relevance to their University employment. It is an expectation that the knowledge gained through funded opportunities is shared via various means (e.g. seminars, workshops, newsletter contributions) such that the broader College can also gain benefit from the investment.

It is important that the College is aware of professional development and associated travel that our staff are undertaking. This form (which ultimately will be available for completion online) is designed to collect information on where our academic staff (fixed term, continuing and any fraction) are seeking professional development, their travel plans and to administer any funding, if applicable.

There are various means by which academic staff can be supported financially to participate in professional development. This form should be used for the purpose of applying for funding to attend professional development **within Australia\***. There are different schemes and associated application processes for overseas conference leave and

funding and outside studies program (refer to the CNHS Guidelines for links/further detail for those).

The principal purpose of the funding scheme is to encourage and subsidise local (within Australia) professional development for our academic staff in recognition of the importance of lifelong learning. It is in recognition that the University does not necessarily provide the training opportunities to maintain currency of practice in health. The professional development activity can

be related to any one or more of research, education, maintaining currency of practice or leadership. Some example activities include systematic review training, seminars delivered by professional associations or other education providers, or reputable conferences held in Australia.

### ***Eligibility***

- All members of the CNHS academic staff occupying continuing or convertible positions at fractions of 0.4FTE and above.
- Academic staff on fixed-term appointments at fractions of 0.4FTE and above provided that their cumulative term of appointment is at least two years.
- Staff who hold academic status with CNHS are not eligible for this scheme.

### ***Financial support***

- Funding is not cumulative from year to year.
- Academic staff can apply for up to \$500 for full-time employed staff, and pro-rated for fractional appointments at 0.4FTE and above.
- Funding is to support registration, interstate travel or accommodation only.
- Funding is not to be used in conjunction with either OSP or OCL schemes.
- Payment is made by an employee expense reimbursement claim basis via Service One ([here](#))
- Financial support will only be supported if travel is booked through Flinders University preferred supplier, Phil Hoffman travel (as per the University [\[travel policy\]](#))

### ***Applications***

- Applications **must**:
  - Be submitted on the [CNHS Attendance and Academic Professional Development Funding Support \(Local\)](#)
  - Include documentary evidence of financial expenses (quotes or receipts) relating to the application
  - Include documentary evidence of Nutrip approval and Phil Hoffman quote / invoice if interstate travel is required as part of your PD funding application,
- Your supervisor must be satisfied that the professional development is of value to the staff members academic pursuits and the College overall and endorse the application, which they submit to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au) for approval.
- Applications will be reviewed on a fortnightly basis, and the staff member notified by email as soon as possible following a decision.

#### **4. CNHS & Flinders University professional development**

Flinders University offers free professional development and training to all academic staff. In addition to programs that may be offered within the College (e.g. Research Section Forums, HDR and Honours seminars, Visiting Scholars) there are two other sources of professional development that staff are encouraged to familiarise themselves with:

***Enrol information including the [Calendar](#)***

***CNHS Staff Professional development [Opportunities](#)***