**Professional Development   
People and Culture**

GPO Box 2100

Adelaide SA 5001

E: [professional.development@flinders.edu.au](mailto:professional.development@flinders.edu.au)

## CRICOS Provider No. 00114A

## Office Use Only

|  |  |
| --- | --- |
| Received: |  |
| HPRM Ref: |  |
| Applicant advised: |  |
| Reimbursement: |  |

**APPLICATION FORM:**

**Professional Staff Conference Scheme**

[Guidelines](#Guidelines) for the Professional Staff Conference Scheme are printed on the reverse of this form, and should be read and understood by the applicant and their supervisor.

1. **APPLICANT’S DETAILS**

|  |  |  |
| --- | --- | --- |
| Name: | **College/Portfolio & Division** |  |
|  |  | |
| Gender: (Please tick) | HEO Level: | **Phone No:** |
| Male 🞎 Female 🞎 Other 🞎 |  |  |
| Email Address: |  |  |
|  | | |

1. **CONFERENCE DETAILS**

* Applicant is responsible for making arrangements to register for the conference/workshop.
* Applications to attend local programs are particularly encouraged.
* Conference Scheme applications must be received BEFORE the workshop or conference takes place.

|  |  |
| --- | --- |
| **Name of Conference or Workshop:** |  |
| **Location:** |  |
| **Date(s):** |  |
| **Cost of Registration (ex-GST)** | $ |

1. **PROPOSED ACTIVITY**

Please attach a paper which includes the following information relating to the proposed activity:

* Relevance of conference or workshop to your current or future role, your work area and the University in general;
* Any official involvement, e.g. office bearer or presenting a paper.

1. **SUPPORTING STATEMENT**

A supporting statement, in the form of a signed memo or email from the applicant’s supervisor or Head of College / Portfolio, must accompany the application.

1. **DOCUMENTATION**

Please provide a conference brochure or website link, providing evidence of registration costs.

1. **FUNDING**

Once funding has been approved by the Senior Professional Development Consultant, People and Culture, an email will be sent to the successful applicant and their supervisor to advise the exact amount of funding with instructions for making payment for the activity.

1. **POST ACTIVITY EVALUATION**

Grant recipients will normally be required to submit an evaluation of the activity to their supervisor, or if requested, to provide an information-sharing session for other staff members. Details of grants awarded, activities attended and grant recipients’ names and contact details may be published by People and Culture in internal communications, including newsletters or shared with other staff who are considering undertaking the same activity.

**Please return completed form to:**

Email: [professional.development@flinders.edu.au](mailto:professional.development@flinders.edu.au)

**More information on the Professional Staff Conference Scheme can be found at:**

<https://staff.flinders.edu.au/employee-resources/professional-development/professional-staff-conference-scheme>

**More information on other funding schemes for Professional Staff can be found at:**

<https://staff.flinders.edu.au/employee-resources/professional-development#schemes>

**GUIDELINES: Professional Staff Conference Scheme**

**Type and level of assistance provided:**

Successful applicants will receive a grant towards the cost of registration for an approved conference or workshop.

Successful applicants will generally receive the following level of assistance:

* the first $400 of the registration fee (excluding GST); and
* 50% of the difference between $400 and the registration fee up to a maximum registration fee of $1,000
* For example, if the registration fee is $700 (excluding GST), the Professional Staff Conference Scheme will provide:
* the first $400
* 50% of the difference, i.e. 50% of $300 = $150
* Total assistance = $550

The remaining part of the registration fee will need to be funded by the staff member, their College / Portfolio, or from another source.

**Travel and Accommodation:**

Travel and accommodation costs associated with the conference or workshop will not be covered by the scheme. Applicants should seek assistance for these costs from their College / Portfolio.

*Form updated 20Dec2022*