Southern Cross Business School

POLICY IDENTIFICATION
Policy Title: SCBS Funding of Staff Travel to Research Conferences and Scholarly Events
Policy No: RES 001
Revision No: 1

It is the aim of Southern Cross Business School to support academic staff in developing their research careers. This policy outlines the procedure and criteria for requesting funding to attend research conferences or similar related scholarly events.

i) These events can be in Australia or Overseas provided they are organised or endorsed by an institute of higher education (or equivalent).

ii) Funding will be granted when an individual is presenting a paper for which they are a named author on that paper and where the 'full paper' has been through the standard academic peer review process (in exceptional circumstances, funding may be approved without this condition but only with special prior approval from the Director of Research or Head of SCBS). It should be noted that the standard peer review process can be open, blind or double blind reviews provided that the proceedings are recognised by DEST to be an E1 endorsed publication.

iii) The event should be directly aligned with the applicant's research profile and relevant to the supported research programs at SCBS or other schools within SCU. Applicants will need to provide evidence of relevance to SCBS's research programs for determination by SCBS's Director of Research or Head of School.

iv) When the staff applicant is also a higher degree student then an application should include a supporting statement from their supervisor.

v) Currently the total amount of support for each calendar year is a maximum of $3,500 towards approved expenses*.

vi) Expenses must relate to the conference attendance only and would normally include air travel, conference registration, publication costs (where applicable), local travel, meals or per-diems (when permitted by SCU) and accommodation expenses.

vii) Applications can be submitted at any time, although it is highly advisable to seek funding support prior to acceptance of your attendance at the event since acceptance of a paper does not guarantee any funding by SCBS.

viii) Successful applicants are required to give an internal presentation at an SCBS seminar or equivalent event (ideally prior to the event in order to gain valuable feedback, and where not practical, shortly afterwards).

ix) Successful applicants are also required to provide a short report on the outcomes of the research conference using the template provided on the SCBS research web pages, which may be included in future SCBS's research reporting.

x) Applications should be sent to SCBS's Director of Research by the nominated method (as stated on the research pages of the SCBS web site) and should include as a minimum the following details:

a. Name of SCBS academic staff member and their status, i.e. academic appointment level and if Full-time or Part-time (normally, 50% appointment minimum);
b. name of the Conference or Scholarly event to attend;
c. evidence of the quality of the event (e.g. number of years it's been running, who are the organisers/principal sponsors, evidence of past acceptance rates for papers);
d. the relevance to the individual's research profile;
e. the relevance to SCBS or SCU's supported research programs;
f. supporting statements from the research node leaders or supervisor as applicable;
g. the total costs sought and the estimated or known budget break-down for each item of expense, and;
h. the proposed date for presenting their paper at an SCBS seminar.

SCBS's Deputy Head (Research) is currently the nominated Director of Research for SCBS.

NOTE: SCBS financial rules and policies will apply to reimbursement of funds.

*SCBS aims wherever possible to fund each research student who meets the criteria but it should be noted that financial support depends on the current budget position of SCBS and may be withdrawn at any stage throughout the year. Applicants should not reply on financial support until an application has been approved by the Director of Research or Head of SCBS. Acceptance of a refereed paper does not automatically qualify the applicant to funding. It should be noted that funding is always subject to approval, should not be regarded as a right for the student and cannot be accumulated or rolled-over into subsequent calendar years.

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