



Arts Faculty Research & Postgraduate Committee

Information for successful FRC funding recipients

Once you have returned your signed budget sheet to Kerry Duff, please contact the Finance & Staffing Team for expenditure of funding, including sign up of Research Assistants and travel bookings.

Please note the following:

Travel (as per revised process):
Faculty Travel Form and process:

<https://intranet.uow.edu.au/arts/travel/index.html>

Relevant University policies connected to travel:

- http://staff.uow.edu.au/personnel/policy/travel_policy.html
- <http://www.uow.edu.au/about/policy/purchasing.pdf>
 - No per diems or grant-in-aids are funded by Faculty Initiatives
 - Bus/Train fares, kms etc are not be paid in advance. It will be reimbursed on presentation of receipt.
 - Travellers will need to liaise with Internet Travel to obtain itinerary, including accommodation.
 - Once finalised, send in soft copy to Travel Officer with approval to go ahead.
 - Faculty Travel Form must be filled in and submitted before 5pm Wednesday.
 - Travel processing turnaround time is 5 days (usually will be done quicker however this time may be necessary for checks and approvals).

Research Assistance:

- If successful in receiving funding for Research Assistant, Irene Wilton should be contacted with proposed hours and rate.
- Verification of calculations will be completed if not done in the application process.
- Once completed, Staff can advise their Research Assistants to make appointment on x3615 to complete employment paperwork.

For more information please contact the Finance & Staffing team on x4717 or room 19.2057

