



# Conference Funding in the Faculty of Education

Conference attendance is recognised as an important research activity that contributes to the research culture and profile of the Faculty of Education at the University of Wollongong.

## **Eligibility**

Eligibility is based upon the UOW Academic Study and Conference Leave Policy (<https://intranet.uow.edu.au/ard/policies/UOW058647.html>).

To be eligible for conference funding the applicant must be a member of the Faculty of Education academic staff holding an appointment at Levels A-E with a full time equivalence of 50% or more and a single contract of 3 years or longer or successive contracts totalling 3 years or longer may be eligible for study leave and conference leave.

Applications for funding from Honorary Fellows or part-time, non-continuing academic staff who do not meet the eligibility requirements set out above will be considered on a case-by-case basis on the research merit of the application.

## **Criteria for conference funding**

The award of conference funding is based on the applicant meeting some (or all) of the criteria listed below. Whilst it is not expected that all of the criteria be met, staff are encouraged to consider how conference attendance can be utilised to achieve several objectives (for example, leading to publication and development of networks).

1. Publication of papers in scholarly academic journals, refereed conference proceedings, edited books and books;
2. Significant networking opportunities that can lead to future research collaborations including grant applications, publications, and relationships between the Faculty and international partners that enrich the research culture of the Faculty;
3. Dissemination of results at conference that improves the research and/or professional profile of the staff member;
4. Professional duties in relation to conference (eg executive member of research association, chair of special interest group)

In applying for funding, applicants need to outline how their attendance at the conference will meet one or more of these criteria and how attendance fits with their 3-year research plan (see application form). Outcomes from conferences funded in the previous year (or years where there has not been an application in the previous year) should to be submitted with proposals for funding.

The applicant's primary supervisor will assess applications for recommendation to the Dean.

## **Funding Allocations**

1. Conference funding may be used to cover accommodation, registration, per diem and travel to conferences (NB for conferences within Australia, per diem includes accommodation).
2. The maximum level of conference funding is \$1800 per year.
3. In recognition of the increasing costs of conference travel, staff are able to carry funding over for one year. That is, funding can accumulate over a 2-year period so that maximum available is \$3600 in any one year if nothing has been spent the previous year.

- A request to carry over conference funding allocation must be submitted, using the relevant form, to the Faculty Finance Officer and approved by the Dean before the 31<sup>st</sup> December of the year prior to carrying funding over.