



FACULTY OF LAW
ACADEMIC STAFF
CONFERENCE SUPPORT AND INTERNATIONAL RESEARCH LEADER
SUPPORT
APPLICATION 2009

Date submitted:

FAMILY NAME: FIRST NAME:

Level A/B/C/D/E:Full time/Part time/Associate/Fellow.....

Faculty Research Centre or research priority area/s aligned with:
.....

Please ensure that applications follow the Guidelines for Academic Staff Conference Support.

Research funding request statement: In relation to the Faculty's research priority areas, please indicate the aims and/or milestones to be reached, and outcomes to be achieved:_____

Multiple horizontal lines for writing the research funding request statement.

Please attach your itemised budget, copies of letters of invitation etc. and any other supporting documentation.¹

1 Please provide up to 100-words justification for your attached itemized budget. Should your budget include air-travel please ensure you attach an itinerary and quotation for travel from Internet Travel, the University's preferred travel agent. When requesting a travel quote please ensure that the quote is for the actual date of travel to avoid changes in fares.

Conditions for internal applicants:

1. The successful applicant will have to agree to submit the paper for publication in a refereed publication (DEST category A1, B1, C1 or E1)) within 12 months of giving the paper.
2. Acknowledgement of support from the Faculty of Law should be made at the presentation and in any publication resulting there from.
3. Copies of papers and publications will be lodged with the Associate Dean (Research) along with a short report on the conference (outcomes, useful developments, contacts, DEST publications,) by the start of session of the following year at latest.
4. Funds must be used as stipulated in the approved budget. Changes should be approved by the Associate Dean (Research) prior to being implemented. Funds from any cancellations must be returned to Faculty.
5. There will be NO carry-over of conference funding into the following year. All funding is to be used for attending the conference as per the original application. Should circumstances change where the original conference can no longer be attended then all funding returns to the Faculty source account.

Procedure:

- The applications - presented on the Faculty of Law application form - will be assessed by the Associate Dean (Research), whose decisions will be presented to the Dean /Faculty Executive for ratification.
- Applications may be submitted to the Associate Dean (Research). Successful grantees will normally be notified within two weeks from that date.

SUPPORTING STATEMENT RE TEACHING RESPONSIBILITIES.

Will the academic applicant be away from the University during Teaching Session? If so, please indicate how teaching commitments will be covered.

.....
APPLICANT'S SIGNATURE

Date:

.....
DEAN'S SIGNATURE

Date:



FACULTY OF LAW
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RESEARCH LEADER SUPPORT

APPLICATION CHECKLIST

Please ensure that the following items are included on your application.

Eligibility

- Continuing or Contract member of staff
Or Honorary Fellow working in demonstrated active collaboration with staff in areas of Faculty research priority.

Budget

- Itemised Budget with photocopies of ALL Quotes attached
- If Travel included, ensure your quote from Internet Travel is for the actual planned dates of travel.

Approval

- Supporting Statement from Dean, including agreement to ensure coverage of teaching if relevant i.e. Conference dates coincide with teaching responsibilities
- Applicant Signature
- Please note: Should your application for Conf. Support be successful you are required to submit a Conference Leave Request Form to the Dean's Assistant, Felicia Martin.

Supporting Information

- If previous funding received, has your report/paper been submitted to the FRC?
- Plan for DEST Publication within 6 months of paper delivery?
- Copy of abstract or paper attached with indication of acceptance?
- Justification of outcomes relevant to opportunity?
- Relation to any external funding (if applicable).