



FACULTY OF LAW

GUIDELINES for ACADEMIC STAFF CONFERENCE AND INTERNATIONAL RESEARCH LEADER SUPPORT 2009

The Faculty of Law considers that conference presentation is an important part of a researcher's professional training, as well as a vital means of raising the national and international profile of research work being done at Wollongong. These guidelines cover financial support both for staff of the Faculty of Law traveling to attend conferences and for staff seeking to bring research leaders to visit the Faculty. In relation to support for research projects, see the Research Support Guidelines.

Faculty funding should be regarded as supplementation to achieve research outcomes already expected within academic staff terms of employment. Incorporating activities into Study Leave, using Study Leave Assistance Grant (SLAG) and applying for external grants and funding are other ways of covering costs (and help to maximize the spread of Faculty support). Staff who are members of the UOW's Oceans and Transnational Security (OTS) or Institute for Conservation Biology and Law research strengths will normally be expected to call on OTS funds before applying for Faculty of Law funds under this scheme.

Note that the NSW Legal Scholarship Support Scheme (LSSS) does not support conference attendance unless for an LSSS-funded research project, is available only to staff at levels A, B and C and is available only once a year (March). Faculty financial support is available on a rolling basis to staff for travel and costs associated with conferences (accommodation, registration).

Personal Eligibility:

- Continuing and contract members of academic staff of the Faculty of Law (minimum 0.5 appointment).
- Honorary Fellows in demonstrated active collaboration with staff in areas of a Faculty research priority.

Conference/Research Leader Eligibility:

1. Applicants for conferences must have agreement from the Associate Dean (Teaching & Learning) ensuring coverage of teaching.
2. Support is dependent on evidence of lowest real costings (and an itemized and justified¹ budget) and a clear plan for DEST publication (for publication support please see separate criteria). Internet Travel (the University's preferred travel agent) must be used to obtain itinerary and quotation for air travel costings.
3. Adequate documentation of how the application relates to any external funding should be provided.
4. The conference should be of high standing and directly relevant to the applicant's research plan.

¹ Please provide up to 100-words justification for your attached itemized budget.

Should your budget include air-travel please ensure you attached 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. Ground travel will be funded for the cheapest viable mode. Accommodation is included in international per diem rates (<http://staff.uow.edu.au/personnel/salary/UOW015959.html>); within Australia please use only the accommodation rate within the UoW per diem rates (<http://staff.uow.edu.au/personnel/salary/UOW015958.html>).

5. Support for visiting scholars will depend on: demonstrable leadership in the field; clear fit of their work with the project; clear plans for their active contribution while here; demonstration of benefits to UOW Faculty of Law research; fit with Faculty priority sites for strategic international collaborations (if any); leverage opportunities for additional funding.
6. Funding will NOT cover costs of professional association memberships or conference dinners.
7. Chairing a session is not in itself fundable but is looked on as 'value adding' to a presentation.
8. Joint presentations with other Faculty of Law academic staff members will be funded as a single paper.
9. Retrospective claims for conference or other research support will NOT be considered (This does not prevent applying for support for papers for which acceptance is pending.)
10. To ensure equitable spread from this Fund, the maximum support for any one year will normally be one grant per trip per person to a maximum of \$750.

Criteria and Priorities:

Projects will normally be ranked according to the following criteria but other evidence of the importance of the activity may also be taken into account.

1. Preference will be given to staff/visitors whose work relates to areas of designated Faculty research priorities, i.e. Faculty research centres not part of UOW Research Strengths (ICB, ANCORS).
2. Decisions will be based on previous research outcomes relative to opportunity, including previous funding received and the applicant's track record of research outputs. (Claims for publications 'in press' should supply evidence of acceptance.)
3. Preference will be given to bringing international researchers to UoW (refer to criteria below) and to staff travel that is integrated into research projects.
4. Support will favor evidence of a peer reviewed paper being accepted by the conference organizers. Funding may be granted subject to confirmation of acceptance within one month of application. A copy of the accepted abstract/paper should be attached to the application.
5. Preference will be given to Early Career Researcher (ECR) staff.
6. Preference will be given to research active staff as shown in career interviews.

Conditions for applicants:

1. A successful applicant must 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 therefrom.
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,) within 12 months of giving the paper.
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 the Faculty.
5. There will be NO carry-over of conference funding into the following year. Any moneys not used during the period for which funding has been approved will be returned to the faculty. Time extensions and rollover of funds will only be approved in exceptional circumstances. Any such request should be made in writing to the Associate Dean (Research) and submitted at least one month before the expiration of the original grant period. The maximum extension that may be approved is 12 months.

Procedure:

- Applications for Academic Staff Conference and International Research Leader Support shall be presented on the Faculty of Law application form and submitted to the Associate Dean (Research).
- All applications will be assessed by the Associate Dean (Research), who will present her/his recommendations to the Dean for ratification.
- Applicants will normally be advised of the outcome of their application within three weeks from the date of submission.