FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

FACULTY TRAVEL COMMITTEE

FUNDING GUIDELINES

2013

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1. Introduction

The Faculty Travel Committee Guidelines govern the use of the Committee's funds for expenditure related to attendance at research conferences. Approved conference travel is associated with generating funding that contributes to the Higher Education Research Data Collection (HERDC) and the Faculty's strategic objectives, which include the achievement of high quality research, provision of (i) early career researcher (ECR) development, (ii) networking and collaboration, (iii) leverage for external competitive research grants and (iv) provision of incentives for researchers to seek external research grants.

The Faculty Travel Committee (FTC) comprising the Associate Dean, Research and Development (Chair) and five Heads of School (HoS) or nominee, is responsible for the allocation of the funds. It is expected that the FTC will meet once every fortnight. If applicants have questions about travel procedures, they are encouraged to approach their Head of School or nominee.

It is important to appreciate that **budgetary restrictions** may be introduced in any one-year to enable the Faculty to meet its budget constraints and the Dean may consider and approve strategic travel expenditure outside these Guidelines.

The Dean must approve all overseas and domestic travel as well as the use of all discretionary funds.

2. Staff Eligibility

The Faculty Travel Committee disperses funds to current full-time and part-time (50% or more fractional) academics as well as research fellows, research students and support staff. Applicants must be a member of a school in the Faculty of Engineering and IT. One-year fixed term academics are eligible for Faculty Travel Committee funding if they are full-time.

The Conference Funding Guidelines should be read in conjunction with the University Travel Vice-Chancellor's Directive, including the Professional Experience Program (PEP) Vice-Chancellors Directive. Applications from staff members on approved PEP will be considered on a case-by-case basis, if the applicant can demonstrate that the travel cannot be funded by the PEP allowance and if the travel meets the requirements of these Guidelines and the Travel Vice-Chancellor's Directive.

3. Student Eligibility
Students must be enrolled in a Higher Degree in the Faculty of Engineering and IT full-time for the duration of the application process and conference.

4. Procedures
Procedures for application and lodging of required documentation are detailed separately and are available from http://wiki.it.uts.edu.au/admin/Travel_Application

5. Guidelines – Research Travel

Eligible applicants may be supported for attendance to a conference from the Faculty Conference Travel Fund each calendar year depending on the prevailing *budgetary constraints at the time of application* according to the following guidelines.

1. **Applicants must demonstrate** in their application they will **present a conference paper** at least 4 pages in length that will contribute to the Higher Education Research Data Collection (HERDC)[1] **or a top tier journal paper accepted in the previous 12 months** that has not been used to gain Faculty travel funding previously. If the journal paper has more than one author, then the applicant must have contributed more than 50% and provide evidence via written acknowledgment by all co-authors. The applicant must establish the quality of the journal in the application. Top tier journals are typically widely recognised as such, therefore establishing that fact should be straightforward.

2. **Applicants must demonstrate the proposed conference and associated travel is appropriate.** In other words, the applicant must explain the suitability of the conference relative to their research strategy in the application. This explanation should be concise and convincing. It must also be sufficient to persuade members of Faculty Travel Committee to support the travel.

3. Applicants are strongly encouraged to submit their work to **high quality conferences**. High quality conferences are often distinguished by:

    i. *High levels of competitiveness* typically evidenced by low acceptance rates for papers[2];

    ii. *Thorough review processes* typically evidenced by high quality reviews;

    iii. *The involvement of preeminent international researchers/scholars* as part of their organisation, as conference chairs, program chairs, program committee members, invited speakers and/or authors.

4. **Applicants may include other high quality papers accepted in the previous 12 months** in their application **to strengthen their case for travel support**.

5. **Only one applicant will be supported for each conference/journal paper** unless applicants request that funding be shared between multiple authors.

6. **Applicants must list the actual or estimated cost** of registration fees and travel, and provide evidence of costs as part of their application.

7. Applicants must use Faculty Conference Travel funds in an appropriate and cost effective manner.

8. Due to limited funding availability **applications are considered on a strategic basis using**

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[1] The Faculty Travel Committee funding in any given year is generated from HERDC outcomes over previous years, hence the need to require applicants to generate future HERDC quantum. See http://www.innovation.gov.au/RESEARCH/RESEARCHBLOCKGRANTS/Pages/HigherEducationResearchDataCollection.aspx for details.
[2] Several high profile conferences are referred to "archival conference" as they valued more highly than some high quality journals due to their well-known competitiveness and the timeliness of publication. Most high quality journals take several years from submission through acceptance to publication.

evidence provided in the application. The FTC, at its discretion, may favour applications from early career researchers (ECRs) and applicants seeking support for highest quality publications if facing a fiscal challenge.

9. "Registration Only" applications for conferences may be funded, but the author must provide evidence that someone else will be presenting the paper. "Multi-registration" for the same conference may also be considered but only for different paper presentations.

10. **A successful application does not confer an automatic right to travel.** The applicant must always ensure that their **Head of School and Supervisor** are aware of the application and willing to approve the travel involved. **All travel must be approved by the Dean before it is undertaken.**

11. **One application can cover multiple conferences up to the maximum level of funding.** Applicants can attend several conferences on a single application provided the costs do not exceed the maximum level of funding.

6. Staff Funding Availability

The amount of funding provided for each conference travel is **strictly limited to $4,000** for a conference in Europe, the Americas, Africa or Middle-East; **strictly limited to $3,500** for a conference in South and East Asia; and **strictly limited to $1600** for a conference within Australia, New Zealand or the Pacific Islands.

Staff applicants who have been invited to attend prestigious international conferences and to assume duties beyond those attached to presenting a paper will be considered for a higher level of funding (maximum additional funding of $500). Examples of such duties include: conference convener; keynote speaker; chairperson of a plenary of a significant international conference. Important roles at conferences such as Program Chair and Invited Speaker will be supported in principle and applications will be assessed case-by-case on the basis of strategic contribution to the aims of the Faculty and financial need.

7. Research Student Funding Availability

The amount of funding provided for each conference travel is **strictly limited to $1,600 for international conferences and $800 for conferences** within Australia and New Zealand.

If a research student has not been supported financially for travel by the Faculty at any stage of his/her candidature, he/she **may be** eligible for travel to one overseas/domestic high quality conference during the final year at a higher level of funding support ($4,000 to present at a conference in Europe, the Americas, Africa or Middle East; $3,500 for a conference in South and East Asia; and $1,600 for a conference within Australia, New Zealand or the Pacific Islands).

Evidence is required to support the applicant's claim for the first and only trip of his/her candidature, and the conference paper must be of demonstrated high quality.

Students should note that **Faculty Travel Committee funding is competitive.** The Student Faculty Conference Travel budget is limited. In order to apply for Faculty Conference Travel Funds research students are expected to have applied to the Vice Chancellor's Postgraduate Conference Fund or an equivalent fund.

8. Non-Conference Travel

8.1 Academic Staff
Usually as part of normal duties, travel is supported when academic staff members are required to attend a meeting, training course, trade mission, IPU recruitment, and teaching of an offshore course or overseas graduation on behalf of the Faculty. All travel is subject to funding restrictions and approval by the Dean in advance.

8.2 Support Staff
Travel normally associated with staff development activities identified in the annual work plan or travel directly associated with individual duties, such as industry liaison, marketing, etc. is supported. All expenditure must be approved in advance by the relevant supervisor.

9. Obligations Following Travel

Travel expense claims, acquittals should be lodged within one month of return. In addition, and the Final Financial Acquittal Report should be completed and provided to the Faculty Research and Development Office within one month of return.

9.1 Conference Travel Report
Staff members and research students who receive support from the Faculty Conference Travel Fund are under an obligation to report back to the Associate Dean, Research and Development, within one month of returning to UTS from the conference. The report is to contain the following:
- Name and internal address of staff member;
- Conference name, location and date;
- Copy of the Paper;
- Financial summary of funding acquittal;
- Any outcomes linked to the presentation (e.g. invitations to present elsewhere or publish the paper, invitations for collaborative work, requests for the paper, commendations or awards bestowed on the paper; new lines of inquiry resulting from presentation of the paper or conference attendance).

The length of the Conference Travel Report should not exceed two pages but failure to comply with the above will lead to disqualification from future consideration in relation to this fund. The information in the report may be may be used by the Marketing and Communication Unit for news items.

9.2 Other Dissemination

Dissemination of the results of their meeting/activity through Faculty channels as appropriate:

- For conference attendance, as a minimum, a report back to the School.

- For industry meetings a report back to the Head of School, Associate Dean, Manager or Dean as appropriate.

10. References

-Travel Funding Policy, Faculty of Information Technology, May 2007.
-Staff Conference Fund Guidelines, Faculty of Engineering, July 2007
-Travel Policy, Professors of IT, Faculty of Information Technology, January 2007.

Staff Research Related Travel Fund Summary

No.	Region	Maximum amount for each trip
1	Europe, the Americas, Africa or Middle-East	$4,000*
2	South and East Asia	$3,500*
3	Australia, New Zealand or Pacific Islands	$1,600

*Add $500 for a conference convenor; keynote speaker and so on.

Research Students Travel Fund Summary

No.	Region	Maximum amount for each trip	Maximum amount in the final year*
1	Europe, the Americas, Africa or Middle-East	$1,600	$4,000
2	South and East Asia	$1,600	$3,500
3	Australia, New Zealand or Pacific Islands	$800	$1,600

*Applicable only if the student has not been supported financially for travel by the Faculty at any stage of his/her candidature.