Purpose: The purpose of the Research Enhancement Fund for Staff (REFSTAFF) is to enhance the research and the publication profile of the Linguistics Department and to contribute to the professional development of academic staff. Funding is available to staff under two categories; research related expenses to support the staff member’s research at Macquarie and/or up to $3000 to support conference presentations that are likely to lead to publication.

Scope: The REFSTAFF provides funding as follows:

1. An award of up to $1000.00 AUD to assist with basic research and infrastructure costs associated with a research project. Funding may only be sought for items not already supplied by the Department.
2. An award of up to $5000.00 AUD in total for conference presentations (over each two-year period beginning 2012) provides staff with:
   a. an opportunity to network with other researchers working in the discipline area.
   b. assess related research progress in the field of study.
   c. discover new techniques and approaches.
   d. disseminate their own research findings and receive feedback.
3. It is expected that conference presentations supported by Departmental funds will lead to a publication outcome.

Research Related Expenses Conditions of the award

1. All full-time, part-time or contract academic staff are eligible to apply.
2. Applications must be submitted electronically together with substantive documentation and budgets.
3. For infrastructure costs, full documentation with budget justification is required for approval.
4. Applicants should explain why each item of expenditure is essential in relation to their project, and why the amount requested is appropriate.
5. Should the originally approved budget and items approved require amendment, please resubmit application with variation to the budget for approval.
6. Each applicant will be responsible for claims pertaining to the award and will provide required documentation and original tax receipts to Department Administrator, Hiranya Anderson.
7. Each new application to the award must be accompanied by a current balance report including details of previous grants (i.e., date(s) of previous award(s) and amounts received).
8. Approved costs will be reimbursed when full documentation is provided with the claim, e.g., with tax invoices.
9. Exclusions apply (see below).
Research Costs covered by the award.

Up to $1000.00 AUD may be made available to cover research-related expenses for full-time or part-time or contract academic staff for approved items, such as:

1. Software.
2. Research related materials (e.g., test kits).
3. Transcription.
4. Reimbursement for approved local travel to a (the) designated research site.
5. Remuneration for participants (limits apply and full justification and a copy of ethics approval is required with application).

Requests for funding of other items will be reviewed by the Head of Department and Linguistics Research Director on a case-by-case basis, for example:

1. Use of REF funding to support papers being delivered by two or more staff members at a single conference.
2. Items of specialised equipment* not already available by the Department. University purchasing policy applies (consult with Department Administrator, Hiranya Anderson.
3. Attendance at training workshops.

* All equipment purchased is and remains Linguistics Department property.

REF STAFF Conference and Research Application Form and an Absence on Duty form needs to be completed.

Conference conditions and costs covered by the award.

1. Up to $3,000 may be made available in any one year for any single conference for eligible staff.
2. Each application must be accompanied by evidence of the acceptance of a conference presentation and an abstract of the proposed presentation.
3. Co-presentations with colleagues from other institutions may be submitted.
4. Where an abstract has been submitted but has not yet been approved, provisional allocation of funding support can be made, pending subsequent provision of evidence of acceptance.
5. The amount of Departmental funding support available for conference attendance in any one year is limited. If you have access to non-departmental funds (e.g., research grants or other sources) or program promotional budgets, these should be drawn on as a priority.
6. Before submitting your application, please check with the relevant Program Convener or Research Centre director concerning the availability of funds and ask him/her to fill in the relevant section of the application form. Where necessary, Departmental funds may be drawn on to supplement other funding sources.
7. Each academic staff member will normally be limited to one application per year.
8. Departmental funding support is intended to cover travel/accommodation and obligatory conference registration costs. (Some directly related subsistence costs may be considered where appropriate).
9. Receipts must be provided for all expenditure claims.
10. Travel and accommodation bookings should be made through the approved University agency.
11. The Macquarie University Travel Policy applies.
12. The staff member must be presenting a paper at the conference to be eligible.
13. Applications will be received on a continuing basis. However, to facilitate rapid
processing, staff are requested to submit applications at least three months before the conference.

Note: If you are planning conference attendance during the first half of any year and intend to apply for REF support, do so as early as possible (including before the end of the previous year if you have all the required documentation available). If you are planning conference in the second half of the year, again, make your application during the first half of the year if possible."

14. Applications received after the conference has been held will not normally be considered.
15. Travel insurance: staff who take more than 7 days personal time during a business/conference trip will have to personally pay for insurance coverage for the full trip.

REF STAFF Conference and Research Application Form and an Absence on Duty Form.

<table>
<thead>
<tr>
<th>FORMS</th>
<th>Excluded from funding</th>
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<tbody>
<tr>
<td></td>
<td>1. Data entry.</td>
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<td>2. Research Assistance (excluding transcribing or coding for blinded studies – see above).</td>
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<td>3. Laptop purchase (available on loan from Department for limited time: Please put in a One Help Request).</td>
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<td>4. Equipment that can reasonably be expected to be supplied by the Department (e.g., Stationery, photocopying) or equipment available for loan such as recording equipment (see Technical staff).</td>
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<td>6. Printing.</td>
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<td>7. Retrospective claims.</td>
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<td>8. Conference travel costs if not presenting at the conference.</td>
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<td>9. Related conference costs exceeding $1000.</td>
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<td>10. Alcohol consumption during conference attendance.</td>
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<td>11. Textbooks.</td>
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<td></td>
<td>12. Workshop or course enrolment (special consideration given if attendance is fundamental to thesis design and analysis, and such support is not available internally).</td>
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</tbody>
</table>

| Disclaimer | All conditions subject to change at the Linguistics Research Director’s discretion. |

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<thead>
<tr>
<th>How to apply</th>
<th>1. For Conference attendance, prior approval of presenting at the conference is required and justification needs to be attached to the application.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2. Get a travel quotation from approved travel agency.</td>
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<td>3. Follow the instructions on the first page of the Application form on how to complete and submit the form.</td>
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<tr>
<td></td>
<td>Submit electronically to Hiranya Anderson (<a href="mailto:hiranya.anderson@mq.edu.au">hiranya.anderson@mq.edu.au</a>).</td>
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</tbody>
</table>
| Approval process | All applications will be reviewed by a Linguistics Department Research Director. Decisions to approve funding support will be made in the light of available funds.  
1. Staff member may be requested to submit a revised budget.  
2. Staff member will be notified of the success of their application by email.  
3. Staff member to make an appointment with REF Staff Coordinator – Hiranya Anderson – [hiranya.anderson@mq.edu.au](mailto:hiranya.anderson@mq.edu.au) to organise travel. Please bring an updated travel itinerary  
4. At the end of the conference, please contact Hiranya Anderson – [hiranya.anderson@mq.edu.au](mailto:hiranya.anderson@mq.edu.au) to make an appointment for submission of receipts for funds reconciliation. |
| Final reporting | All applicants must submit a written report **within three months** of completing the funds, demonstrating how the funds were used, how they contributed to the candidate’s work. For conference funding list details of attempts of publication and indicate any problems that arose.  
REF Staff Final Report  
- Follow the instructions on the first page of the Final Report application form.  
- Submit a separate report for research support and conference REF Funds granted.  
- It is mandatory to complete the Final Report form - subsequent applications are contingent upon submission of this report. |
| HOW TO SUBMIT | 1. Receive applications.  
2. Advise applicant of outcome or request changes and resubmit.  
3. Forward approved application to Department Administration Manager for reconciling with claims.  
4. Receive final reports. |
| Role of Linguistics REF Staff Coordinator | Forms:  
Application forms:  
1. REF STAFF Conference and Research Application Form  
2. REF Staff Final Report  
Managing Expenses | 1. Consult the Department Administration Manager (Ms Collette Ryan) for processing and claiming of expenses and for advice regarding the purchase process (if applicable).  
2. All travel to be reserved through approved University agencies (Campus Travel, STA) and Department Administration Manager will oversee payment of funded portion.  
3. Reimbursement of other costs requires completion of a Non-order Payment Form and provision of relevant detailed supporting i.e. tax invoices. |
| Responsible Officers: | REF Staff Coordinator, Linguistics  
Hiranya Anderson  
+61 2 9850 8777  
hiranya.anderson@mq.edu.au |