

Updated: 2021

INSTRUCTIONS FOR SUBMITTING APPLICATION

If you are Staff use this form. Download the form and the applicable guidelines. A staff member who is also an HDR Student needs to use the HDR Student Scheme until such time as they have used up all their entitlements under that scheme.

- Before completing this form consult the REFSTAFF Guidelines.
- The form must be typed.
- **You must submit an “absence on duty form” with relevant parts completed and signed by you with this application.**
- Once you have **ALL** supporting documents and your form is complete and signed you will need to scan your application into **a single PDF**, including the “absence on duty form”.
- Use the following naming convention for the file:
 - Surname.firstname_REFConference_20XX.pdf
 - (i.e., smith.jane_REFConference_20XX.pdf)
 - Surname.firstname_REFResearch_20XX.pdf
 - (i.e., smith.jane_REFResearch_20XX.pdf)
- Attach the PDF document to an email and send it to hiranya.anderson@mq.edu.au

Please bear in mind that if you do not abide by the travel policy the department will not cover your travel expenses (even if you have already received a letter of offer and/or have paid them). For more information, please visit the following link: <http://www.mq.edu.au/policy/docs/travel/policy.html>



Department of
Linguistics

Research Enhancement Fund (REF) STAFF CONFERENCE AND RESEARCH APPLICATION FORM

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1. Applicant details			
Family name		Given name	
Title		Staff number	
Phone		Email	
Academic Staff <input type="checkbox"/>	General Staff <input type="checkbox"/>	Full-Time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Are you also a HDR student? Yes <input type="checkbox"/> No <input type="checkbox"/> (If so, do not use this form unless your HDR entitlements are exhausted.)		<i>Office use only: if applicable, is staff member's HDR conference entitlement exhausted?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Previous funding	Conference presentation Yes <input type="checkbox"/> No <input type="checkbox"/>	Year _____	\$ _____
	Research activity Yes <input type="checkbox"/> No <input type="checkbox"/>	Year _____	\$ _____
REF-funded conference publishing outcome	Has a paper been published or submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>	Insert full paper citation here (expand the space as needed):	
	If NO please provide an explanation and/or your publication plans/timetable (expand the space as needed):		
Final Report Submitted	____/____/____	<i>Office use only:</i> <i>Final Reports on file:</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. Conference travel	
Conference name (expand the space as needed):	
City, Country	Dates from/to:
Title of proposed paper (expand the space as needed):	
Type of Presentation Plenary <input type="checkbox"/> Keynote <input type="checkbox"/> Paper <input type="checkbox"/> Workshop <input type="checkbox"/> Demo <input type="checkbox"/> Poster <input type="checkbox"/> Symposium <input type="checkbox"/> Colloquium <input type="checkbox"/> Other: _____	
Is the presentation invited?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your paper been accepted for presentation?	Yes <input type="checkbox"/> Not yet <input type="checkbox"/>
Is proof of acceptance/invitation attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, when do you expect notification of acceptance? ____/____/____ (Awarded funds will not be released until such proof has been submitted to the Committee.)	

3. Publication plans Please detail your plans for producing a publication from this presentation:
Title:
Journal:
Target date:
Please note: the intent of the REFSTAFF conference support scheme is to boost research publication output of the individual staff member and for the department. You should be aiming for publication in a peer reviewed publication. Non-peer reviewed conference proceedings are not considered a suitable output.



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4. Research support If the support you request is for research purposes (see REFSTAFF Guidelines for details) please provide details below (expand the space as needed):

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5. Itinerary (delete or add rows as necessary)

Dates dd/mm/yy to dd/mm/yy	Place or activity (e.g., travel to venue, conference attendance)	Number of days
Total days away		

Please note: University travel policy stipulates that if you spend more than 7 days on non-work-related activity during a University funded trip you will be required to cover the travel insurance costs for the **entire trip**.

6. Budget items List all expenses involved in completing this conference/research activity (add rows as necessary)

Description – N.B Add another page if more space is needed.	Amount
Total cost	
Total amount requested	

If total costs exceed the limits and thus the amount requested, explain how you intend to meet the excess costs (expand space as needed):

Please note that limits apply, consult the REFSTAFF Guidelines. In brief, international travel limit is \$5,000 over two years (starting 2012), with \$3,000 single international conference limit and \$1,500 single domestic conference limit. All claims (for items already approved) must be made within one month of return to Australia

7. Applicant certification

'I certify that the information I have provided in this application form is true and correct.'

Name		Signature:
Date		

8. Decision by Linguistics Department Research Director

Approved <input type="checkbox"/> Funds\$	Declined <input type="checkbox"/>	Comments:
Signature:		
Date:		



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9. Head of Department		
Approved <input type="checkbox"/> Funds\$	Declined <input type="checkbox"/>	Comments:
Signature: Date:		