**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:
  + Fist name.surname\_REFConference\_20XX.pdf
    - (i.e. jane.smith\_REFConference\_2012.pdf)
  + Fist name.surname\_REFResearch\_20XX.pdf
    - (i.e. jane.smith\_REFResearch\_2012.pdf)
* Attach the PDF document to an email and send it to [hiranya.anderson@mq.edu.au](mailto: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>

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| **1. Applicant details** | | | | |
| Family name |  | Given name |  | |
| Title |  | Staff number |  | |
| Phone |  | Email |  | |
| Academic Staff | General Staff | Full-Time | Part-time | |
| Are you also a HDR student? Yes  No  (If so, do not use this form unless your HDR entitlements are exhausted.) | | *Office use only: if applicable, is staff member’s HDR conference entitlement exhausted?*  Yes  No | | |
| Previous funding | Conference presentation  Yes  No  Research activity  Yes  No | Year \_\_\_\_\_\_\_\_\_\_  Year \_\_\_\_\_\_\_\_\_\_ | | $ \_\_\_\_\_\_\_\_\_\_  $ \_\_\_\_\_\_\_\_\_\_ |
| REF-funded conference publishing outcome | Has a paper been published or submitted?  Yes  No | 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 | \_\_\_\_\_/\_\_\_/\_\_\_\_ | *Office use only:*  *Final Reports on file:* Yes  No | | |

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| **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  Keynote  Paper  Workshop  Demo  Poster  Symposium  Colloquium  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Is the presentation invited? | | Yes   No |
| Has your paper been accepted for presentation? | | Yes  Not yet |
| Is proof of acceptance/invitation attached? | | Yes  No |
| If not, when do you expect notification of acceptance? \_\_\_\_\_/\_\_\_/\_\_\_\_  (*Awarded funds will not be released until such proof has been submitted to the Committee.*) | | |

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| **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 as a whole. 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**. | | |

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| **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 | |

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| **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  **Funds$** | | Declined | | Comments: |
| Signature:  Date: | |  | |

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| **9. Head of Department** | | |
| Approved  **Funds$** | Declined | Comments: |
| Signature:  Date: |  |