**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

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 presentationYes [ ]  No [ ] Research activityYes [ ]  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 ReportSubmitted |  \_\_\_\_\_/\_\_\_/\_\_\_\_  | *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)  |
| Datesdd/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 |  |
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| **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: |  |