MQ Primary Carer Support for Conference Attendance
Funding Rules 2017

**Key Dates:**

Due dates for 2017 applications are:

- 31 July
- 31 October

*Out of session applications may be accepted under extenuating circumstances, please contact the Research Office Scheme Contact for advice in any such situation.*

**Submission:**

*Only electronic copies will be accepted.* You must complete the application form available via the [Research Office Website](mailto:) and email it as a single PDF attachment to research.preaward@mq.edu.au (cc: to your Faculty Research Manager). Files should be named according to the following convention: “Surname_MQPCS” e.g. “Smith_MQPCS”.

*Hard copies and applications submitted via the online APLI form will not be accepted.*

**Certification:**

You must also complete and submit a [MQ APLI form](mailto:) (previously MQ Coversheet) by the closing date.

**Research Office Contact:**

<table>
<thead>
<tr>
<th>Scheme Contact</th>
<th>Belle Savage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(02) 9850 4877</td>
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<td>Email</td>
<td><a href="mailto:research.preaward@mq.edu.au">research.preaward@mq.edu.au</a></td>
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1. Overview

Macquarie University recognises that primary carer responsibilities can present a barrier to attending and presenting at academic conferences, especially for those researchers in the early to mid-stages of their careers. This barrier can reduce networking opportunities and the visibility of a researcher's work. The Primary Carer Support for Conference Attendance funding scheme is aimed at reducing this barrier by providing financial support for *extraordinary caring arrangements* for primary carers to facilitate conference participation.

2. Eligibility

Primary Carer Support for Conference Attendance Grants are open to all research staff, whether their appointment is fixed or continuing, full- or part-time. Higher degree students and casual staff are not eligible to apply. Only one application per year per applicant can be made.

Applicants must demonstrate that:

- they are research active according to the [Macquarie University definition](#)
- they are presenting either a paper or poster at a conference relevant to their research
- attendance at the conference will enhance their research career.

3. Application Process

The application form is available electronically via the Research Office Website. This application form may not be modified or altered in any way.

The final application must be submitted electronically, emailed as a single PDF attachment to research.preaward@mq.edu.au (cc: to your Faculty Research Manager) by the Research Office closing date.

Please note that hard copies and applications submitted via the online APLI form will not be accepted. Late applications will not be accepted and incomplete applications will be deemed ineligible.

In addition to completing an application form, you must also complete and submit a MQ APLI form by the Research Office closing date detailed in the scheme specific information.

Please note that the APLI form is not a way of notifying the Research Office of your intention to apply for a grant.

4. Application Preparation

Applicants must provide:

- Rationale outlining nature of participation in the conference, including:
  - an explanation of the significance or status of the forum
  - the review process or invitation for the applicant's participation in the forum
- A detailed rationale justifying the application for carer support in view of usual and *extraordinary* caring arrangements and detailing why particular costs are necessary.
  
  Describe, where appropriate, why alternative, less expensive options are not available, including care by other family members;
• Budget request and justification;
• Previous funding received under this program;
• Specific dates for the conference and, where possible, written confirmation of acceptance of a presentation (either talk or poster, via letter, fax or email) from the relevant organisers;
• Approval through the MQ APLI form.
• A letter from the Head of Department (or Associate Dean Research or Executive Dean in the case of a Head of Department applicant) on the value of the conference and indicating support for attendance.

Applicants must declare any potential conflict of interest (such as where the alternative carer is a Macquarie University employee).

5. Budget

Funding up to $500 is available for a conference within the Sydney metropolitan area, $1000 for a national conference outside the Sydney metropolitan area, and $2000 for an international conference.

Costs to be supported include care of children, the elderly, disabled or incapacitated family members. For example, the fund will support employment of an additional child carer or for travel, such as an airfare for a family member, to look after children. Other costs associated with conference attendance, such as registration fees, travel for the applicant etc will NOT be supported.

Grant recipients will be reimbursed for approved extraordinary caring costs within four weeks of return from the conference. Original receipts and the Acquittal Form must be provided to acquit the grant and release payment. It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with the Macquarie University Travel Policy and Procedures (refer: http://mq.edu.au/policy/docs/travel/policy.html in order to be reimbursed for expenditure.)

6. Assessment

6.1 Selection Criteria

The following criteria will be considered when applications are being assessed and prioritised for funding:

• The value of presenting the research at the particular conference;
• The status of the forum, whether the abstract paper/s have been accepted by a referee or by a scholarly committee;
• Whether the applicant has been invited to present a key note address;
• Previous funding received under this program;
• The reasonableness of the claim for support and why it constitutes extraordinary caring arrangements.

6.2 Assessment process

A Panel comprising the Pro-Vice Chancellor (Research Integrity and Development), two other senior researchers and a representative from Workplace Equity and Diversity in Human Resources will assess Primary Carer Support for Conference Attendance Grants and make recommendations regarding funding to the Deputy Vice-Chancellor (Research) for endorsement. The Panel may co-opt
additional members from among the Macquarie University academic staff to assist with the assessment process.

7. Appeals

Unsuccessful applicants have the right to seek a review of outcome, on procedural grounds only. To request a review of outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked “Confidential Appeal”, should be submitted as an email attachment to julian.zipparo@mq.edu.au.

8. Post Conference Reporting Requirements

Within four weeks of the return from the conference, recipients are required to provide a one-page report with details of the conference participation, the benefit to the individual’s research career and to Macquarie University.

Successful applicants may also be invited to speak at staff development opportunities for researchers at Macquarie University or included in promotional media.

Grants are to be acknowledged, where appropriate, with the statement: “This paper was assisted by the MQ Primary Carer Support for Conference Attendance Scheme”.

9. Privacy policy

The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Commonwealth Government’s National Privacy Principles and other statutory provisions relating to ethics and biosafety, consistent with the University’s Privacy Policy. As part of the assessment process, the Research Office may provide the Assessment Panel with its record of the details of the applicant’s funding and publications history. This action is consistent with the provisions of the National Privacy Principles.

10. Research Integrity

Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct.

All researchers, research coordinators and supervisors of postgraduate students should be familiar with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines. These conditions include compliance with the Macquarie University Code for the Responsible Conduct of Research.

Faculty Research Managers

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<tr>
<th>Faculty</th>
<th>Email</th>
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<tr>
<td>Arts – Jan Zwar</td>
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