

Overseas Conference Support Program (OCS/OCL)

Purpose and aims

The purpose of the Overseas Conference Scheme (OCS) is to assist staff invited to make substantial contributions to overseas conferences of significant importance. To obtain this support you need to complete an Overseas Conference Leave (OCL) application form.

These guidelines should be read in conjunction with the Flinders University Overseas Conference Scheme rules: <http://www.flinders.edu.au/ppmanual/staff/leave/overseas-conference.cfm>.

Eligibility[#]

All members of the College's academic staff appointed for one year or more with an appointment fraction of 0.4 and above are eligible to apply for financial support in the form of a contribution towards travel related expenses.

Approval and support under the scheme will only be given when the applicant has been invited to present a paper or a poster or to participate in some equally substantial way in an international conference[#].

Support for OCL is based on a competitive process and is restricted to staff who meet the University's definition of "research active" as assessed at the time of application via records held in the University's **Research Management Information Systems** (RMIS).

"Research Active" refers to a person who has published at least 5 items in the past 5 years that satisfy the requirements for Higher Education Research Data Collection (HERDC) or a non-traditional output as recognised by Excellence in Research for Australia (ERA).

This criteria will be applied subject to career opportunity and/or significant career disruptions and is not applicable to Academic staff who currently hold education-focused appointments or Professional staff.

Academic staff who are early in their career, and who do not qualify under the above conditions are encouraged to apply as part of their development towards competitive capability.

Successful applicants are only eligible for one (1) OCL application per annum.

Duration

Absence from the University via an OCL application will be limited to a period of two (2) weeks or less and any arrangements for any adjoining leave must be made in accordance with the University's policy of Academic staff absences.

If the period of leave includes personal leave days, a draft travel diary must be provided as part of the application process including details and documentation to support each day's activities.

Funding Available

The maximum College-funded amount for OCL is \$2,500 as a contribution towards airfares, travel, accommodation and meals & incidentals. Financial support will not be granted from both the Overseas Conference Scheme and the Outside Studies Program Scheme in respect of a continuing period of absence from Australia.

Early and mid-career academics are eligible for increased funding support through the **E/MCA 'boost'**: up to \$1,500 for national activities and \$4,000 for international activities. Academic staff eligible for the E/MCA boost must be within 10 years (full-time equivalent) post-PhD conferral at the time of attending the conference.

Additionally:

- The College will only fund an academic staff member one trip per year from the OCS scheme.
- Funding adjustments may be required where financial assistance is offered from external sources.
- Where applicable, applicants are expected to consider co-investment.
- Funding will not exceed quotes provided as part of any application.

Submission of applications

A limited number of applications will be funded each year and all requests for funding support will be considered on merit.

- Applicants must complete the OCS application form and ensure relevant supporting documentation is provided.
- Early and mid-career academics seeking funding under the increased funding limits should state this in a cover email accompanying their application, and indicate their year of PhD conferral.
- Completed application forms should be submitted to cmph.operations@flinders.edu.au

Applications must have the appropriate level of supporting documentation such as;

- Details of the conference including flyer if possible,
- Confirmation from conference organiser of acceptance of paper/poster/speaker invite,
- Documentation supporting expected expenditure such as quotes for; airfares, travel, and accommodation etc.

Each application will be reviewed for completeness and applicants will be contacted if further information is required. Applications should be received by the College HR Admin no less than 6 weeks before program commencement to ensure timely processing and approval. Applicants can expect the Dean's/DoCS's decision will usually be communicated within 2 weeks of submission to the College HR Admin.

Reporting Requirements

All staff granted support from the OCS are required to submit to the College HR Admin, within one (1) month of returning, a report on his/her contribution to the conference concerned. No further application for financial support from the Overseas Conference Scheme will be considered until the required report has been received. Reporting guidelines will be forwarded to you with notice of successful application.

During times of travel restriction due to Covid-19 researchers are able to request support for registration to attend online conferences where they have been invited to present a talk or poster. The same eligibility rules apply.