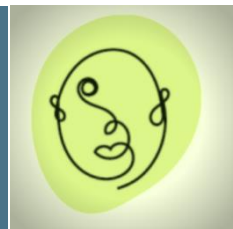


CHE Staff/Graduate Research Student Research Funding

CONFERENCE AND PROFESSIONAL DEVELOPMENT GUIDELINES



Centre for Health Equity, Melbourne School of Population and Global Health, University of Melbourne

Research development for professional and academic and graduate research staff

For conferences and professional development paid in full between Jan 2021-Dec 2021

Applications must be submitted by 5.00pm on Thursday, 30 September 2021

WHAT IS THE PURPOSE OF THIS SCHEME?

This funding scheme is designed to provide financial support for CHE academic staff (Levels A to D), Professional Staff and CHE Graduate Research student to attend conferences (virtually or in-person) to present their research findings or to participate in professional development activities.

WHO IS ELIGIBLE TO APPLY FOR THIS FUNDING?

This scheme is open to CHE staff (Levels A to D), Professional Staff and CHE Graduate Research students who do not have any other available funds to support their participation at conferences or for professional development activities.

WHAT FUNDING IS AVAILABLE?

The Centre will consider applications of up to a maximum of \$3,000 with adequate justification.

Co-funding from other sources is encouraged, however, as funds are limited, the applicant must show that the specific funds requested from the scheme cannot be accessed elsewhere.

Successful applicants may only be awarded partial funding.

HOW ARE APPLICATIONS ASSESSED?

Applications will be assessed based on factors such as academic conference/professional development activity merit, intended or actual research impact, and/or career development enhancement.

Please ensure that you adequately explain the conference/professional development activity quality, and why it is useful to your discipline/area and the potential career enhancement opportunities it would provide.

WHAT EXPENSES CAN I REQUEST IN MY BUDGET?

Activities eligible for funding could include:

- conference registration (virtual or in-person)
- professional development activity registration/fees (virtual or in-person)
- conference/professional development activity travel costs e.g. accommodation, airfare, daily allowance (in-person)

You must be also be able to provide a reasonable justification and relevant documentation for the expenses requested in your budget.

Eligible activities can be those which have already been attended and paid in 2021 and can be a reimbursement for the expense already paid. All awards must be spent in 2021, funding is not available to spent in 2022.

Budget Examples

Example 1. In-person conference

1. Provide a budget of the expenses you are applying for in the table below.			
Expense (provide detailed breakdown)	Total cost	Amount received from other sources	Amount requested in this application
Airfares: Return economy Melbourne to Brisbane	\$480	\$0	\$480
Accommodation: 4 nights in Brisbane (as per Taxation Determination Rates TD 2021/6)	\$700	\$700	\$0
Per diem 5 days (food, drink, incidentals at TD 2021/6 rates)	\$693.25	\$0	\$693.25
Early Bird Conference Registration	\$1,200	\$0	\$1,200
Total Costs	\$3,073.25	\$700	\$2,323.25

Example 2. Virtual professional development

2. Provide a budget of the expenses you are applying for in the table below.			
Expense (provide detailed breakdown)	Total cost	Amount received from other sources	Amount requested in this application
Data Visualisation for Knowledge Translation. 1 Day Short Course Fees	\$550	\$0	\$550
Total Costs	\$550	\$0	\$550

How do I apply?

Please complete a CHE Conference and Professional Development application form and Return to Ruth Hentschel (ruth.hentschel@unimelb.edu.au) by 5:00pm on Thursday, 30 September 2021. Applications after this date will not be considered.