



Overseas Travel Grants for Academic Staff

Round 1/2010

(For travel between 1 January 2010 – 31 August 2010)

<http://www.sci.monash.edu/research/travel.html>

Deadline for applications with the Faculty of Science office
Friday, 11 December 2009

Guidelines for applicants

1. Purpose of the scheme

- 1.1 Overseas Travel Grants provide support for Faculty of Science academic staff to present papers at international research conferences located overseas. Postdoctoral research fellows may apply for Postdoctoral Overseas Travel Grants.
- 1.2 Applicants may be awarded up to \$1500 in this round.
- 1.3 Research centres or individual research group leaders are encouraged to utilize grant income to support 'domestic' HDR candidates (those holding Australian or New Zealand citizenship or Australian Permanent Residency status) with living allowance scholarships where available.

Where such funds have been used to provide a living allowance scholarship, equivalent to or above the Monash Graduate Scholarship (MGS) stipend rate, to a 'domestic' HDR (e.g. MSc, MPhil or PhD) candidate who commenced candidature on or after 1 July 2008, the research centre or research group leader involved will receive a travel grant to the value of \$5,000 per annum during the period of candidature for which the candidate is supported, to a maximum of up to three years.

The \$5,000 grant may be used by the group leader and/or students in the research group for conference and or research travel expenses.

The travel grant must be applied for through either of the two Faculty of Science Overseas Travel Grant rounds offered annually.

2. Eligibility

- 2.1 Applicants must be Monash University academic staff (levels A - E) employed in the Faculty of Science with full-time or fractional appointments (> 0.5) inclusive of the intended grant period and extending six months beyond the period of travel.
- 2.2 All applicants must hold a Doctor of Philosophy (PhD) and be demonstrably research active (the head of school to confirm this on the application form).

- 2.3 Monash Research Fellowship (MRF) holders are provided with a research support grant and are not eligible to apply.
- 2.4 Researchers may receive only one Overseas Travel award in any single calendar year. Previous recipients of Overseas Travel Grants must have submitted reports of that travel to be eligible for consideration for subsequent travel grants.
- 2.5 Applications will be accepted from researchers who have submitted papers for conferences, but have not yet heard if they have been accepted. Such papers will be considered on the same basis as accepted papers. Any grants awarded will be conditional on the paper(s) being accepted for presentation and **evidence must** be submitted to the Faculty of Science Research Office.

3. Levels of financial support

- 3.1 The table below shows the minimum level of financial support required **from school sources** for various destinations. Schools may, however, increase their contribution beyond the required level. The head of school is required to certify that the funds are available to support the application.

Zone	Conference or study location	Minimum school contribution (\$)	Maximum faculty grant (\$)
1	Africa, Europe, North America, South America, Antarctica	800	1500
2	India, China, Japan	500	750
3	South-East Asia	400	600
4	New Zealand, South Pacific	200	300

- 3.2 Support from the Faculty of Science Travel Grants Committee will be conditional on the specified funding support being provided from school sources with heads of schools required to sign a commitment to this effect on the application form.
- 3.3 Funding awarded for Overseas Travel Grants *may not* be used for Outside Studies Program (OSP) top-up funding, unless unequivocal evidence is provided (and certified by the head of school) that the costs are not covered by an OSP grant.
- 3.4 The level of funding granted will also depend on the activity undertaken overseas. In general, invited oral presentations will be funded at a higher level than for poster presentations. The award also favours early-career researcher (ECR) academics.

4. Level of financial support for Monash University Malaysia Travel Grant for Academic Staff

- 4.1 Financial support is available for travel from Australia to Malaysia to promote collaborative research between staff in the School of Arts and Sciences at Monash University Malaysia and Faculty of Science schools based in Australia. The maximum grant shall be \$1200, payable by the Faculty of Science for return travel to Malaysia. A minimum level of contribution of \$600 is expected from the school, and the head of school is required to certify that funds are available to support the applicant.

5. *Application process*

- 5.1 Applications must be submitted to the Faculty of Science Research Office by **Friday, 11 December 2009**.
- 5.2 Applicants **must** attach appropriate documentation/evidence of their invitation/contribution to give an oral or poster presentation to the application form.
- 5.3 Overseas Travel Grants will be awarded for high quality, well-documented proposals with strong support from schools. Proposals should demonstrate the significance of the activities to be undertaken and should outline how participation will enhance the international research profile of the university. Awardees are encouraged to visit other research establishments while attending conferences overseas.
- 5.4 Applicants should note that the head of school is required to certify that travel will not interfere with the functioning of the school (and where appropriate that there is no overlap with OSP funded travel), that suitable provision will be made for the teaching duties of the applicant, and that research supervision will be covered. The head of school must also comment specifically and in detail regarding the relevance of the conference to the current research interests of the applicant and its relationship to faculty identified research strengths. The head of school must also rank all applicants from his or her school – unranked applications will automatically be given lowest priority.
- 5.5 Schools should relate applications to faculty research strengths. A list of research strengths is available at www.sci.monash.edu.au/postgrad/restrengths.html.
- 5.6 The Faculty of Science Research Office will request account codes and advise recipients and budget officers of successful applications.

6. *Reporting Requirements*

- 6.1 Within four weeks of returning to Monash University, Travel Grant recipients must submit to the Faculty of Science Research Office a Conference Travel Report outlining the ways in which the conference attendance will enhance their research activities. The standard Conference Travel Report form is available at <http://www.sci.monash.edu/research/travel.html>.

7. *Alternative travel arrangements*

- 7.1 If unforeseen circumstances prevent an awardee from either attending the approved conference or visiting the approved research sites, the Associate Dean (Research) can approve the use of the grant monies for attendance at an alternative conference of equivalent status and relevance. The Faculty Research Committee must be advised in writing if the applicant intends to revise travel arrangements.

8. *Further information*

Any queries concerning this scheme should be directed to:

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