1 PURPOSE
To ensure strategic and transparent use of Faculty of Science and Engineering operating funds to support professional staff development within the Macquarie University framework.

Policy Hierarchy
Travel Policy/Procedure/Guideline/Per Diem Schedule/Expenses Schedule
Credit Card Policy / Procedure / Guideline
Entertainment Policy / Schedule
Purchasing Policy and Procedure

Other Resources
Absence on Duty (AOD)
MQ Performance, Development and Review (PDR) Process

MQ Internal Schemes
MQ Professional Staff Development Grants
MQ Development Opportunities

2 SCOPE
This Procedure applies to all eligible MQ Faculty of Science and Engineering (FSE) recurrently funded professional staff who want to apply for a Faculty contribution towards their professional development costs.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

Recurrently funded
Staff funded from Macquarie University operating funds. Project funds are classified as non-recurrent as allocated for a defined activity or timeframe. Research grants are considered non-recurrent.

Domestic travel
Australia and New Zealand are included in domestic travel re available funding.

4 PROCEDURE
4.1 Available funding
Only one application may be submitted in each round. Applicants must select one of the categories – Conference, Training, or Travel, as follows:

4.1.1 Conference - Professional staff travelling to attend a conference; or as an invited speaker. The normal allocation is up to $2,000 for registration fees (excludes invited speaker if registration fee is waived); and up to $130 p/n accommodation (no accommodation allowance provided for Sydney). Funding requests above this amount will be considered on a case-by-case basis. International travel will only be funded in exceptional circumstances.

4.1.2 Training - Professional staff travelling to attend a training program. The normal allocation is up to $1,000 for a 2-day course. Funding requests above this amount will be considered on a case-by-case basis.
4.1.3 Travel - Professional staff travelling to develop their knowledge, skills and experience through external development activities, such as a study tour to universities/institutions to, for example, learn best practice, explore change management process and outcomes, etc. The normal allocation is up to $2,000 for domestic travel. Funding requests above this amount will be considered on a case-by-case basis. International travel will only be funded in exceptional circumstances. Applicants should apply in the first instance to the MQ Professional Staff Development Grants - closing dates in 2019 were 4 April and 9 August.

4.2 Allowed expenses
Allocated funds can be spent on:
- the development activity itself (e.g. conference/program fees)
- return economy travel costs for travel related to the development activities as per the Travel Guideline in the Travel Policy
- reimbursement of actual costs as per the Travel Expenses Schedule in the Travel Policy, and reference to the ATO Reasonable Travel Allowances for meals
- use of a University credit card, subject to the conditions for its use

4.3 Eligibility
To be eligible staff must meet the following eligibility criteria:
- be recurrently funded staff in the Faculty of Science and Engineering
- be continuing or fixed-term professional staff with at least 12 months (full-time equivalent) service at Macquarie University. Fixed-term staff must have at least 12 months remaining on their current employment contract from the application close date
- have no alternative funding
- demonstrate an active annual leave management plan (it is expected that staff will not have more than 20 Annual Leave days at any time)
- have organised appropriate cover for WHS and other duties
- have not received funding from the FSE Staff Travel Scheme, FSE Professional Staff Development Scheme, or MQ Professional Staff Development Grants in the same calendar year
- completed a Performance, Development and Review (PDR) process within the previous 12 months that identified a development opportunity that will be met by attendance at the conference or training program or travel

4.4 Application process

This is a competitive scheme, with limited funding. Not all applications will be approved for funding; and of those that are approved for funding, not all will receive the level of funding requested

1. Review MQ Development Opportunities to determine if development needs can be met by existing MQ opportunities, e.g. workshops and online learning resources; internal secondments; development grants and scholarships.
2. Complete FSE Professional Staff Development Scheme Application via Smartsheet
   In the inaugural year (2020) there will be 3 rounds of applications. In future years the April and August rounds only will be offered.
   a. Round 1 closes on the first Friday in February - 7 February 2020
   b. Round 2 closes on the last Friday in April – 24 April 2020
   c. Round 3 closes on the last Friday in August – 28 August 2020
   d. Out of round applications may be considered in exceptional circumstances subject to funding
3. Provide a statement of no more than two A4 pages in 12 point font detailing the proposed activity and expected outcomes, and a cost breakdown, SIGNED and DATED by the applicant and their supervisor-
   template available
4. Review and ranking completed by the Department Manager/School Manager/Head of Unit
5. Review and funding allocation completed by the Faculty General Manager, in consultation with the Faculty Operations Manager, Faculty Technical Manager, Department/School Manager (as required).
6. Outcome of application communicated:
   6.1 If successful, details of allocation communicated to Applicant, Department/School Manager, Department Administrator (Finance & Staff), and Faculty Finance for processing
   6.2 If unsuccessful, to Applicant and Department/School Manager
7. Successful applicants complete the online Absence on Duty form prior to travel
In normal circumstances, application outcomes will be provided within 1 month of the closing date.

4.5 Additional Requirements and Reporting
A brief report of one A4 page in 12point font, outlining the outcomes of the professional development activity must be submitted within 4 weeks of completion of the activity. The report should be suitable for publication to Faculty/Department/School newsletters, websites, etc.

4.6 Funds allocation
Initially total travel costs will be charged to the nominated Department level account, and this is where the funds will be transferred to. All funds must be spent within the calendar year. There will be no carry-over of funds to the next year unless approved at the time of application.

5 NOTES

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<th>5.1</th>
<th>Implementation Officer</th>
<th>General Manager, Faculty of Science and Engineering</th>
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<td>5.2</td>
<td>Approval Authority</td>
<td>Executive Dean, Faculty of Science and Engineering</td>
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