1 PURPOSE
To ensure strategic and transparent use of Faculty of Science and Engineering operating funds to support staff travel for domestic and international collaborations; visiting researchers; and other work related activities.

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

Other Resources
Absence on Duty (AOD); Field Friendly

MQ Internal Schemes
MQ Carer Conference Support Scheme
MQ ECR Enabling Scheme MQ Outside Studies Program
MQ Professional Staff Development Grants

Associated Documents
FSE Staff Travel Scheme Application Form via Smartsheet
FSE Partner Institutions (Appendix A)
FSE Research Productive Definition (Appendix B)

2 SCOPE
This Procedure applies to all eligible MQ Faculty of Science and Engineering (FSE) recurrently funded staff, travelling domestically or internationally who want to apply for a Faculty contribution towards their travel costs.

This procedure does not address:
• Leave or other paid work matters
• Fieldwork: See MQ WHS Hub - Fieldwork

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.

Academic Staff
Teaching and Research roles.

Early Career Academic (ECA)
FSE recurrently funded Early Career Academic Staff (Level B-C) who have been employed at Macquarie University for no more than three years; or within 5 years of PhD conferral.
4 PROCEDURE

4.1 Travel Categories

Only one application may be submitted in each round. Applicants must select one of the travel categories – ECA / New Staff, or Teaching Innovation, or International Collaboration, Visiting Research, or Professional Development.

4.1.1 ECA / New Staff (Level B-C) Travel

Academic Staff employed by Macquarie University for no more than 3 years, or within 5 years of PhD conferral. This funding is designed to support travel that aligns with the School/Department and Faculty strategic research goals, including building collaborations, delivering high-impact research and increasing external research funding. The normal allocation is up to $5,000 for international travel, and up to $1,500 for domestic travel. Funding requests above this amount will be considered on a case-by-case basis.

By exception, staff in the Teaching & Leadership job family will be considered in this category for relevant activities e.g. teaching innovation.

To be eligible staff must meet the following criteria:

- be a recurrently funded academic staff member (i.e. hold a teaching and research role), Level B-C, in the Faculty of Science and Engineering
- meet the Faculty’s definition of research productive (Appendix B)
- be actively seeking external research funding
- be up-to-date with ORCID and Scopus profiles with proper linking of ORCID in Pure and Scopus
- have no alternative funding for the travel
- 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 teaching responsibilities during the travel (if relevant)
- have not received funding from the FSE Staff Travel Scheme or MQ Outside Studies Program (OSP) in the same calendar year

Refer to 4.2 Application Process below.

4.1.2 Teaching Innovation Travel

Academic Staff travelling to present a paper on the outcomes of their MQ or FSE Teaching Grant, or based on their MQ or FSE Teaching Award, at a conference. The normal allocation is up to $5,000 for international travel, and up to $1,500 for domestic travel. Funding requests above this amount will be considered.

To be eligible staff must meet the following criteria:

- be recurrently funded staff in the Faculty of Science and Engineering
- be a recipient of a MQ or FSE Teaching Grant for expenditure in the same calendar year, if the grant does not provide funds for attending a teaching-related conference
- be a recipient of a MQ or FSE teaching Award in the previous calendar year, if the award does not have associated prize funding that can be used for attending a teaching-related conference
- have complied with the FSE requirements for teaching feedback, i.e. in the previous two years: undertaken an LET, undergone peer review, been a peer reviewer (twice), submitted unit reviews for units convened as due
- be up-to-date with ORCID and Scopus profiles with proper linking of ORCID in Pure and Scopus
- 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 teaching responsibilities during the travel (if relevant)
- have not received funding from the FSE Staff Travel Scheme or MQ Outside Studies Program (OSP) in the same calendar year

Refer to 4.2 Application Process below.
4.1.3 International Collaboration Travel (not available for travel in 2022)

Staff travelling to facilitate growing engagement / collaborative links between research groups at MQ with strategic partner institutions as outlined below may apply for up to $8,000 per person for 2 weeks of international travel.

Priority 1: Current FSE Partner Institutions (Appendix A), with specific emphasis on India and China; plus IIT Delhi and BITS Pilani Hyderabad.
Priority 2: Individual staff members are encouraged to develop strategic partnerships with any institution; FSE support will depend on the application and the university’s strategic goals.

Key requirements for successful applications:
- Undertake a visit for 2 weeks, including another MQ academic staff member (potentially attending for a shorter time)
- Facilitate a reciprocal visit of one academic
- Work with the partner institution to develop collaborative research ideas to the point of joint publications
- Help develop Co-tutelle and other opportunities for students from the partner institution
- Work together to prepare grant and other applications for joint programs (AUS–India/China, SPARC, NCP, etc.)
- Visit at least 2 other universities and publicise MQ, Co-tutelle opportunities and the relevant research areas
- Applications for a return visit in the following year will be given preference, subject to the demonstrable success of the initial visit.

To be eligible staff must meet the following criteria:
- be a recurrently funded staff member in the Faculty of Science and Engineering
- meet the Faculty’s definition of research productive (Appendix B)
- be actively seeking external research funding
- be up-to-date with ORCID and Scopus profiles with proper linking of ORCID in Pure and Scopus
- have no alternative funding for the travel
- 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 teaching responsibilities during the travel (if relevant)
- have not received funding from the FSE Staff Travel Scheme or MQ Outside Studies Program (OSP) in the same calendar year

Refer to 4.2 Application Process below.

4.1.4 Strategic Initiative Travel

Staff travelling to facilitate growing engagement / collaborative links that align with the Faculty and School/Department research strategies, that is demonstrated with reasonable evidence. This category is not for conference attendance. The allocation is up to $5,000 for international travel, and up to $2,000 for domestic travel. Funding requests above this amount will be considered on a case-by-case basis.

To be eligible staff must meet the following criteria:
- be a recurrently funded staff member in the Faculty of Science and Engineering
- meet the Faculty’s definition of research productive (Appendix B)
- be actively seeking external research funding
- be up-to-date with ORCID and Scopus profiles with proper linking of ORCID in Pure and Scopus
- have no alternative funding for the travel
- 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 teaching responsibilities during the travel (if relevant)
- have not received funding from the FSE Staff Travel Scheme or MQ Outside Studies Program (OSP) in the same calendar year

Refer to 4.2 Application Process below.
4.1.5 Visiting Research Fellowship

Targeted at researchers of very high standing relative to their career stage, and who are invited by a Faculty academic staff member for a short period of time. The visit will initiate and develop collaborative research and facilitate interaction with, and training of, Faculty staff and students. Visiting fellows are expected to make a tangible contribution to enhancing the research of the Faculty, both during the period of their stay and beyond (for example as future Partner Investigators on FSE-led research proposals).

Up to $5,000 is available for each visitor to help cover costs of the visit, depending upon length of stay and travel costs. It is expected that stays will be at least 1 week for international and at least 2 weeks for Australian visitors. A preference will be given to longer stays. Visiting Fellows are expected to be on campus full-time during the period of the fellowship.

Key criteria for successful applications:
– Academic standing of the applicant
– Academic standing of the host (including outcomes of previous hosting if relevant)
– Proposed activities – collaborative research grant writing and publications will be considered positively
– Previous visits by the applicant to Macquarie University. A preference will be given to first time visits.
– Commitment from the Head of School/Department to host and provide appropriate facilities.

To be eligible staff must meet the following criteria:
• be a recurrently funded staff member in the Faculty of Science and Engineering
• meet the Faculty’s definition of research productive (Appendix B)
• be actively seeking external research funding
• be up-to-date with ORCID and Scopus profiles with proper linking of ORCID in Pure and Scopus
• have no alternative funding for the travel
• 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 teaching responsibilities during the travel (if relevant)
• have not received funding from the FSE Staff Travel Scheme or MQ Outside Studies Program (OSP) in the same calendar year

Two rounds of the Visiting Research Fellowship are funded each year (due dates are the last Friday in May, and the last Friday in October). Each round will be announced and managed by the Faculty Research Team sci.research@mq.edu.au. The application process is managed in PURE.

For noting:
– All visitors to Macquarie University, who are not Australian citizens or permanent residents, must hold a valid visa. It is the responsibility of the visitor to ensure that the visa they apply for meets the primary purpose of their visit. Please see Honorary academic titles for more information
– Any publications that result from the visit should include the acknowledgement: Funding from the Faculty of Science and Engineering Visiting Research Scheme made this visit possible/is gratefully acknowledged.

4.1.6 Professional Staff Development Travel

Two rounds of the FSE Professional Staff Development Scheme are funded each year. Refer to the FSE Professional Staff Development Scheme Procedure for details of eligibility and the application process.
4.2 Application process

These are competitive schemes with limited funding. Not all applications will be approved for funding, and of those that are approved for funding, not all will receive the full level of funding requested.

Only one application per staff member may be submitted in each round. Applicants must select one of the travel categories – ECA / New Staff, or Teaching Innovation, or International Collaboration, or Visiting Research Fellowship, or Professional Development.

Note that the Visiting Research Fellowship has a different application process via PURE as noted under 4.1.5 above.

Procedure

1. Consult with the School/Department Research Director or Head of School/Department prior to submission of an application for research related travel re strategic relevance.

2. For the International Collaboration category, consult with the Deputy Dean Research and Innovation (Professor David Coutts).

3. Complete FSE Staff Travel Scheme Application Form via Smartsheet
   a. Round 1 closes on the last Friday in January
   b. Round 2 closes on the last Friday in May – 27 May 2022
   c. Round 3 closes on the last Friday in October – 28 October 2022
   d. Out of round applications may be considered in exceptional circumstances subject to funding. If submitting an out of round application, contact meredith.hallgren@mq.edu.au in advance.

4. Provide a statement of no more than two A4 pages in 12 point font detailing the strategic nature of the travel (with reference to 4.1 above), and a cost breakdown, SIGNED and DATED by the applicant - template available

   1. Provide evidence of flight costs (e.g. quote from an online travel provider)
   2. ECA/New Staff, International Collaboration, and Strategic Initiative category applicants:- attach a) PURE publication list for the last 2 years, b) PURE grant list for the last 2 years, c) statement on current activity to obtain external research funding
   3. ECA/New Staff category:- The statement should detail how the travel will result in greater research impact in future years, such as by building collaborations that have a clear pathway to a publication, grant application, etc; and provide supporting evidence. It is recommended that applicants discuss the travel with the School/Department Research Director prior to completion.
   4. Teaching Innovation category:- attach details of compliance with FSE requirements for teaching feedback, as per 4.1 of FSE Staff Travel Scheme Procedure

5. Review and ranking completed by the Head of School/Department for each category

6. Review and funding allocation completed by panel, comprised of the Deputy Dean Research & Innovation (Chair) and School/Department representatives nominated by the Head of School/Department

7. Outcome of application communicated:
   - If unsuccessful, to Applicant and Head of School/Department
   - If successful, details of allocation communicated to Applicant, Head of School/Department, School/Department Manager, School/Department Administration Officer, and Faculty Finance for processing

8. Successful applicants consult with the School/Department administration team on next steps. A reminder that as per item 8 of the MQ Travel Policy – All Travel for Business, including but not limited to airfares, accommodation, and car hire, must be booked and paid for using the University’s approved Travel Management Company Online Booking Tool / system, in accordance with the Travel Procedure.

Staff are reminded of the Dual-Purpose Travel provisions re use of Personal Days, as per item 28 of the MQ Travel Policy.
In normal circumstances, application outcomes will be provided within 1 month of submission.

4.3 Reporting Requirements

4.3.1 ECA/New Staff, International Collaboration, Strategic Initiative, Teaching Innovation, Professional Staff Development
A brief report of one A4 page in 12point font, outlining the outcomes of the travel must be submitted within 4 weeks of completion of the travel. The report should be suitable for publication to Faculty / School / Department newsletters, websites, etc.

4.3.2 Visiting Research Fellowship
A brief report outlining the outcomes of the visit must be submitted within 4 weeks of the completion of the Fellowship. The report should include a 500-word summary of the visitor’s relevant research activity suitable for publication to the Faculty of Science and Engineering/host School/Department web page.

Any publications that result from the visit should include the acknowledgement: Funding from the Faculty of Science and Engineering Visiting Researcher Scheme made this visit possible/is gratefully acknowledged.

4.4 Funds allocation
Initially total travel costs will be charged to the nominated School/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

<table>
<thead>
<tr>
<th></th>
<th>Implementation Officer</th>
<th>Approval Authority</th>
<th>Date of Commencement</th>
<th>Date for Review</th>
<th>Amendment History</th>
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<td>Executive Dean, Faculty of Science and Engineering</td>
<td>21 March 2022</td>
<td>November 2021</td>
<td>Version 1: 30Nov18 round; 2: 25Jan19 round; 3: 31May19 round; 4: 27Sep19; 5: 31Jan20; 5: 21Mar22;</td>
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Appendix A: FSE Partner Institutions (Institutions in italics are Co-tutelle partners)

Austria
BOKU University of Life Sciences

Belgium
Ghent University
Katholieke Universiteit Leuven,

China
China University of Geosciences Beijing
Communication University of China
Dalian Institute of Technology
Dalian University of Foreign Languages
Fudan University - trilateral partnership
Harbin Institute of Technology
Harbin Institute of Technology at Weihai
Jilin University
Renmin University
University of Science and Technology China (USTC)
University of the Chinese Academy of Sciences
University of the Chinese Academy of Sciences (UCAS)
University of the Chinese Academy of Social Sciences
Xi’an University of Science and Technology
Xi’an University of Science and Technology – joint degree

Denmark
University of Southern Denmark - key partner CHIRO

Germany
Göttingen University
Hamburg University - trilateral partnership
Ludwig Maximilian’s University Munich (LMU)
Potsdam University
Technical University of Munich
Technical University of Munich (TUM)

India
Indian Institute of Technology Madras
Indian Institute of Technology Ropar

Indonesia
Indonesian Institute of Sciences/LIPI
Universitas Indonesia

Iran
Sharif University of Technology

Japan
Hokkaido and Tohoku Universities
Osaka University

Korea
Hanyang University

Netherlands
University of Groningen
University of Nijmegen
Norwegian University of Science and Technology

Russia
ITMO University
Moscow Institute of Physics and Technology

Thailand
Chiang Mai University
Chulalongkorn University
King Mongkut’s University of Technology Thonburi (KMUTT)
Mahidol University

UK
University of Bristol

Vietnam
Ho Chi Minh City University of Technology
Faculty of Science and Engineering Research Productive Definition

The Macquarie University Strategic Research Framework 2015-2024 outlined the goal to *Accelerate world-leading research performance*, specifically to increase the number and proportion of research-productive staff. Each faculty has been asked to develop a definition of *Research Productive* to sit alongside the University’s definition of *Research Active*.

**Research Active**
The University’s formal *Research Active* definition is generally used for purposes including but not limited to:

1. Qualification for OSP
2. Qualification to be on the supervision register
3. Qualification for some internal research funding
4. A standard for external examiners of research theses.

It should be noted that the Research Active definition is a minimum common standard.

Research Active Definition: to be regarded by Macquarie University as “research active” a staff member must be a contributor or co-contributor to at least five peer-reviewed (weighted) research outputs in the past five years.  

**Research Productive**
The above definition of research active is based solely on publications and sets a common minimum standard to indicate whether staff are actively engaged in research. In line with the Strategic Research Framework 2015-2024, staff in the Faculty of Science and Engineering should aim to be more than just active in research, but also productive, meaning producing publications, attracting research grants and being active in HDR supervision. To enhance the Faculty’s performance in research across these areas, the Faculty has incorporated all three measures (publications, grants and HDR supervision) into a definition of research productive. The Faculty's research productive definition also recognises that research performance should increase across the academic levels.

To be considered *Research Productive*, staff in the Faculty of Science and Engineering are expected to achieve the required performance in at least two of the three areas of Research Productivity: Publications, Research Grants and HDR supervision, as outlined in the tables below. Staff should aim to meet these minimum standards, but we expect that many staff would aim to exceed these benchmarks. Indicative measures which reflect high productivity are also provided for reference.

In line with the goals set out in the *Strategic Research Framework: 2015-2024*, staff are to incrementally aim to meet the Faculty of Science and Engineering definition of research productive by 2024.

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1 The formal definition of *Research Active*, can be found here:  
http://www.research.mq.edu.au/current_research_staff/forms_templates_and_useful_information
1 Publications

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Active(^2)</th>
<th>Research Productive</th>
<th>High Productivity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>1</td>
<td>1</td>
<td>&gt;1</td>
<td>Lead or co-author</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1</td>
<td>1.5</td>
<td>3</td>
<td>Mix of lead and co-authored</td>
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<tr>
<td>Senior Lecturer C</td>
<td>1</td>
<td>2</td>
<td>3.5</td>
<td>Mix of lead-, senior- and co-authored</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td>At least 2 as senior author</td>
</tr>
<tr>
<td>Professor E</td>
<td>1</td>
<td>4</td>
<td>&gt;7</td>
<td>At least 3 as senior author</td>
</tr>
</tbody>
</table>

All numbers are **three year averages** (5xA\(^1\) +B\(^1\) + C\(^1\) + E\(^1\)). Sole-author papers, and papers for people in the Departments of mathematics and statistics will count as two for the Research Productive definition.

To maintain quality it is expected that 30% of publications are in the top 25% of journals in the relevant discipline ranking (eg ISI, CORE)

**Research Only** staff are expected to exceed the above averages by 30% and to have 50% of their journal publications in the top 25% quality ranking.

2 Research Grants

<table>
<thead>
<tr>
<th>Role</th>
<th>Research Productive</th>
<th>High Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/lecturer A</td>
<td>Attending grant writing courses</td>
<td>Applying for external funding</td>
</tr>
<tr>
<td>Lecturer B</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>1 small grant or 1 large grant with senior colleagues</td>
<td>2 small grants or 2 large grants with senior colleagues</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>1 large grant to sustain research of international standing</td>
<td>2 large grants to sustain research of international standing</td>
</tr>
<tr>
<td>Professor E</td>
<td>1 large grant to sustain research of international standing</td>
<td>3 large grants including major funding schemes eg Centres</td>
</tr>
</tbody>
</table>

All numbers are the average number of **external grants** held each year over a three year period (each CI can count the full grant equally).

small <$60k, large ≥ $60k (a combination of small grants to this value could also count as one large grant).

**Research Only** staff: small <$80k, large ≥ $80k or a research fellowship

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\(^2\) The formal definition of Research Active, is based on a five year period
### HDR Supervision & Completion

<table>
<thead>
<tr>
<th>Level</th>
<th>Research Productive</th>
<th>High Productivity</th>
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<tbody>
<tr>
<td>A/lecturer A</td>
<td>HDR Training</td>
<td>Co-supervision</td>
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<tr>
<td>Lecturer B</td>
<td>co-supervisor of 1 MRes or 1 PhD candidate</td>
<td>Primary supervisor of 1 MRes candidate or 1 PhD candidate</td>
</tr>
<tr>
<td>Senior Lecturer C</td>
<td>Supervision of 1 HDR candidate</td>
<td>Primary HDR supervisor of 2 HDR candidates</td>
</tr>
<tr>
<td>A/Professor D</td>
<td>Supervision of 2 HDR candidates</td>
<td>Primary supervision of 3 HDR candidates</td>
</tr>
<tr>
<td>Professor E</td>
<td>Supervision of 3 HDR candidates</td>
<td>Primary supervision of 4 HDR candidates</td>
</tr>
</tbody>
</table>

All numbers are HDR candidates per year averaged over three years.

On average staff at all levels are expected to complete 30% of their expected HDR load each year.

Research Only staff have the same HDR supervision expectations as Teaching and Research staff.

Staff in the departments of **Mathematics and Statistics** at levels D & E are expected to supervise at least 1 HDR candidate per year averaged over a three year period.

**Notes**

In exceptional cases, the Dean may, at their discretion deem a staff member to be research productive.

Research productivity standards for staff with lower than 0.4FTE research workload allocation will be adjusted pro-rata.