Department of Physics and Astronomy

Strategic Travel and Initiatives funding scheme

The Department has established a new funding scheme to foster low-cost staff initiatives which increase the visibility and the international standing of our Department, when there are no other funding sources available. In part, this is resourced from the Department’s staff travel budget. In particular, this scheme is intended to fund opportunities such as:

- Conference travel for an invited talk opportunity when no other funds are available;
- International travel intended to establish new collaborations with strategic partners (academic and industrial);
- International travel intended to establish cotutelle partnerships;
- Small scale (<$3k) research initiatives that are likely to lead to larger internal or external funding applications;
- Child-care support for domestic and international work-related trips. (Superseded by a University scheme from 2017 but applications of this type still considered).
- Small scale teaching initiatives, including casual staffing for development of new materials.

Funding rules:

- The scheme is open to all academic staff of the Department including ECRs and continuing staff. **This scheme is not open to students.**
- The entire budget for this scheme in 2018 is approximately $14,500 so requests will need to be strategic, modest and clearly justified.
- There will be two rounds per year, each using approximately half the available funds, assuming sufficient fundable proposals are received.
- This scheme comes from the P&A operating account, **so all funds must be expended and expenses claimed within the calendar year of award.**
- Applications should align with the strategic goals of the Department, and where possible, the Faculty of Science and Engineering (both detailed below).
- Requests for teaching relief will not be supported.
- If the scheme is over-subscribed, preference will be given to competitive applications from staff who have not applied successfully in the previous two years.
- For applications from ECRs employed on project funds of academic staff, applicants must explain how the project can be accomplished without significant impact on their core project, and must obtain the endorsement of their supervisor. The application must clearly explain why the relevant project account cannot fund the activity.
- The scheme should not be used to supplement travel on a funded project for which insufficient provision for reasonable travel has been made.
- Staff who have a travel proposal funded must still go through the normal travel approval process.
- A 1/2-page Project Report should be submitted to the Department Research Director by email within 6 months of the project’s completion.
Assessment process and criteria:

- Applications will be rated on:
  - the anticipated outcomes of the activity,
  - the extent to which the activity will benefit the academic profile of the staff member and the Department,
  - the alignment with Department and Faculty strategy,
  - the strength of the argument that other funding is not available,
  - the appropriateness of the budget.

- Applications will be assessed by the Department Research Committee within two weeks of the closing date. In the case of teaching-related proposals, the L&T Director and/or members of the L&T committee may be consulted as well.

In 2018 the closing dates will be April 20 (round 1) and July 27 (round 2).

- The Research Committee may request additional information where required to make a complete evaluation.

- Where applications are ranked equally, preference will be given to staff members who have not received Departmental support for publications, conference travel or other activities in recent years.

Department strategic goals

The current strategic goals for the Department are:

- Grow research productivity and impact measures and foster increased funding diversity, particularly with regard to industrial support
- Improve viability, sustainability and relevance to employability of Learning and Teaching programs
- Grow the visibility and effectiveness of outreach programs
- Implement a stronger gender diversity agenda and strategy

Faculty strategic goals


The key objectives are

A. To be recognised as one of the leading Science and Engineering Faculties in Australia and a respected peer regionally and globally.
B. To attract, grow and support world-class researchers and talented professional staff.
C. To be the destination of choice for high ability students who share our values and are passionate about science and engineering.
D. To engage broadly, deeply and productively with industry, government and non-government bodies.
E. To engage and collaborate closely with our communities, schools and other key stakeholders and strengthen our profile and reputation.
F. To ensure we have the best possible infrastructure, administrative systems and processes.
Application form

1. Personal information
   Name:

   Position:

2. Prior awards
   Have you used the Strategic Travel or Initiatives Scheme before? Yes / No

   If Yes, give a brief account of the award: year, amount, purpose of award and outcomes.

   Provide details of prior award.

3. Details of the application
   Nature of initiative: Strategic Travel / Other

   If request is for Travel
   - Dates of travel:
   - Destination:
   - Requested amount:
   - Main purpose of travel (2-3 lines):

   • Explain how these travel plans can be accommodated with any teaching and exam responsibilities.

   If request is for activities other than Travel
   - Nature of activity:
   - Requested amount:
   - Main purpose of activity (2-3 lines):
4. Project description
Provide details of your plans. Your answer should demonstrate that the project is consistent with the guidelines above. Mention explicitly if you expect this initiative to result on an application to an external funding body or could result in a co-tutelle program.

*Use approximately 1/3 page.*

5. Strategic alignment with Department goals
Explain how your project aligns with the Strategic Priorities of the Department, and where appropriate, the Faculty.

*Use approximately 8 lines.*
6. Budget
Provide a summary of the anticipated expenditure, explaining briefly how estimates were obtained.

Case goes here.

7. Absence of other funding
Explain why you are unable to fund this project through other sources. Non-fellowship ECRs must explain why their supervisor should not be expected to support this activity. Members of Centres of Excellence should explain why the CoE should not be expected to support the activity.

Use approximately 8 lines.

Case goes here.
8. Certifications

**Applicant:**

I confirm that I have the capacity and resources to complete the above project, expending all funding within this calendar year.

☐ I am employed on project funds of my supervisor ____________________________________.

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**Applicant’s supervisor if applicant is employed on project funds of another academic:**

I support the applicant’s proposal and confirm the lack of availability of funds for this project.

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