

Staff Travel Fund Guidelines

Last Updated: 22 February 2007

Applicability

1. Grants are available upon application to the School for conference participation, for professional development or to undertake research.
2. Both academic staff and general staff on a contract greater of 12 months greater, on 0.5 FTE or more, are eligible for a grant.
3. The maximum grant available is \$1,000.00

Conditions

4. Staff are encouraged to apply for other sources of grants in the university or externally. Specifically, general staff are expected to have applied for a UWA staff development grant before the School will consider a travel grant; details can be found at:

http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/staff_development/staff_development_gs

5. For academic staff, when a period of study leave is taken, a travel grant will not be awarded either:
 - within one (1) year of the start of the leave period, or
 - within one (1) year of the date of return from study leavewhichever the staff member elects.
6. A conference grant will only be approved if the staff member is:
 - Presenting a paper
 - Organising a session
 - A session discussantFull documentation is required for each of the above.
7. Only one successful grant application per staff member per calendar year will be allowed. If, however, a staff member wishes to forgo a grant in one calendar year and apply for a double grant in the following year, this will be considered.

Procedure

8. Applications must be submitted to the Head of School through the Discipline Chair. Application forms are available on the School Website.
9. Relevant supporting documentation must be attached to the application including quote from Tertiary Travel, STA or Kistend Campus Travel, and conference abstract and record of acceptance of paper, or outline of research project and details of how the proposed research travel fits into the project. Details of any outside funds which have been applied for and/or granted for the research should also be supplied.