Support for conference organisation, for costs associated with publication, and for hosting a Visiting Research Fellow, may all be applied for through the Small Research Project grant scheme. Guidelines for each of these kinds of application are as follows:

**Support for Conference Organisation**
Convenors (or organising groups) of conferences to be held in Adelaide and associated with Flinders University may apply for funding to support the organisation of the conference. It is expected that these funds will usually be used to cover up-front expenses incurred prior to registration fees being received. These funds will not be provided to support the staging of major national and international conferences such as those organised by national or international associations. Faculty funds should not be used to pay for conference entertainment or to subsidise registration costs.

Please note that conference organisation support grants are made in relation to the event, rather than the applicant, and therefore only one application for conference organisation support may be made per conference (i.e. individual members of an organising team may not submit separate applications).

Applicants should incorporate the following details into their Project Outline document:

- details of the conference and their involvement in it;
- a detailed description of the whole projected budget for the conference (including projected income and expenditure, and copies of quotes for airfares, bus hire, accommodation, etc.);
- justification of how the Faculty funds will be used; and
- details of publication outcomes expected as a result of the conference.

Grants in this category will not normally exceed $2,000.

Publications arising from a conference supported by the Faculty must strengthen the Faculty’s ERA and HERDC submissions. Please note that Faculty conference organisation support will not be granted where the sole publication outcome proposed is a volume of Conference Proceedings. A special issue of an ERA-listed journal arising from the conference, or an edited book published by a reputable scholarly publisher (at the discretion of the Associate Head (Research) and/or the Executive Dean), are acceptable outcomes.

Costs associated with publishing papers from the conference should not be included in the budget. They may be sought at a later date through the application to the Small Research Project Grant scheme (“support for costs of publication”).

On the completion of the conference, recipients of Conference Support are required to provide a report to the Faculty Research Office, including a full statement of actual income and expenditure. Where a funded conference makes a substantial profit, the organisers will be expected to refund some or all of the Faculty’s contribution. Please use the Faculty Research Project funding report form, available from the Faculty Research website, to submit your report.
Support for Costs of Publication

Individuals may seek funding for a contribution towards the cost of publication (e.g. contributions or subventions sought by publishers prior to publication). These funds are not intended to cover the costs of research towards a publication. Please note that Article Processing Charges and Open Access fees are not supported by any of the Faculty’s internal funding schemes.

The Faculty will normally only support publications that meet the criteria for inclusion in one of the eligible ERA and HERDC categories.

Please note that the following will not be supported:

- Publications that will not strengthen the Faculty’s ERA and HERDC submissions (at the discretion of the Associate Head (Research) and/or the Executive Dean);
- Support for ongoing publication of a journal or series of publications;
- Publications by staff without continuing or convertible positions; or
- Publications by postgraduate students.

Applicants should incorporate the following details into the description of their project:

- details of the publication;
- a detailed description and justification of how the Faculty funds will be used;
- details of any other funding from other sources;
- an indication of the number of Flinders University staff and/or students who may be involved in the publication; and
- evidence of a contract with a publisher.

Grants in this category will not normally exceed $2,000.

Upon publication, recipients of Publication Support are required to provide a report to the Faculty Research Office. Please use the Faculty Research Project funding report form, available from the Faculty Research website, to submit your report.
Visiting Research Fellows (VRF)

Aim
The aim of the VRF programme is to provide funds that will assist visits to Flinders University by distinguished researchers or researchers with particular skills or expertise, designed to enhance the research output of the Faculty. Support is intended to bring *bona fide* visitors to the University, and will not be granted to upgrade the salary level of short-term staff already employed at the University. Preference will normally be given to Fellows who can commence their visits within twelve months.

Eligibility
- Distinguished visitors who can contribute to the research of University groups;
- Researchers with expertise and skill in a particular discipline or technique who can contribute to a research programme in the Faculty;
- Representatives of institutions with which the Faculty may wish to establish or consolidate links.

Support
The Fellowship will normally provide a contribution of up to $2000.00 toward a return economy airfare purchased through Flinders University’s official travel agent for each Fellow. Should a Fellow successfully make a case that a Fellowship cannot be taken up in the year for which funds have been granted, funds may be carried over to the following year.

Visitors previously supported under this scheme will not be eligible to apply again until at least two years after the previous visit.

Length of Fellowship
There is no specified minimum length of stay for a VRF, but the visit must allow for a reasonable number of activities and outcomes, so as to derive demonstrable benefit to the relevant School. The Visiting Research Fellow will normally spend the majority of the Fellowship period at the University. His or her contribution to the academic life of the Faculty will include a combination of: a public lecture; participation in a symposium or research seminar; engagement with Postgraduate students; and/or participation in the Faculty’s programme of community engagement.

Funding Application Procedure
Applicants should incorporate the following details into their Project Outline document:
- Dates of proposed visit;
- A statement of the anticipated benefits to the research output of the staff member or group, the benefits to research student projects, and possible publications; and
- A statement of probable funding for the visit (for example, whether the visitor will be on paid study leave from their home institution, whether the visitor will need a living allowance as well as assistance with fares).

The application should also include:
• the visitor's *curriculum vitae*, with a list of publications in the previous five years;
• confirmation that the application has the support of the appropriate Head of Academic Organisational Unit.

Please note that if a VRF application is successful, proposers will need to arrange academic status, office space, library access, and computer facilities for their Visiting Research Fellow prior to their arrival, through their School Office.

At the conclusion of the Fellowship, recipients of VRF Support are required to provide a report to the Faculty Research Office. Please use the Faculty Research Project funding report form, available from the Faculty Research website, to submit your report.