EHL Faculty conference scheme rules
These rules are to be read in conjunction with the Flinders University Overseas Conference Scheme rules (see: http://www.flinders.edu.au/ppmanual/staff/overseacon.html)
These rules cover National Conference Scheme (NCL) and Overseas Conference Scheme (OCL)
Outside Studies Program (OSP) is covered by a separate policy, available here: http://www.flinders.edu.au/ppmanual/staff/outstudy.html

Purpose of the scheme
The purpose of the scheme is to assist members of staff who are invited to make substantial contributions to conferences of significant importance.

Eligibility criteria
All members of teaching staff appointed for one or more years at 0.4FTE or above are eligible to apply for conference attendance support.
General staff seeking conference support should apply through the Flinders University General Staff Conference Scheme (http://www.flinders.edu.au/profdev/funding/confer.cfm) run through the Flinders University Professional Development Unit.

Assessment of applications for support
Requests for support under the scheme will be made on the basis of merit only. It is expected that a publication in an ERA-listed refereed journal or equivalent output will result from the material presented at the conference.

Extent of the scheme
Present indicative funding amounts are as follows:
- NCL within Adelaide: up to $200 contribution towards registration and/or travel
- NCL elsewhere in Australia: up to $500 contribution towards airfare, travel, accommodation and registration.
- OCL to New Zealand: up to $1,500 contribution towards airfare, travel, accommodation and registration.
- OCL elsewhere: up to $2,000 contribution towards airfare, travel, accommodation and registration.
Please note: Funding will not exceed quotes provided as part of any application.

Limits of the scheme
The EHL conference scheme does not support absences of more than 14 days from Adelaide.
Applicants wishing to extend their stay at the conference location must arrange recreation leave with their supervisors and book their leave using the employee self service portal (http://www.flinders.edu.au/employee-self-service/).
NCL and OCL will not normally be granted in the same year.
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OCL can not be taken with OSP to prolong an absence from the University.
Applicants may be granted up to 2 NCL allocations, or one OCL allocation per annum.
Applicants taking recreation leave in conjunction with their conference attendance are advised to acquaint themselves with the information at http://www.flinders.edu.au/finance/travel/tax-information.cfm to determine the relevant Fringe Benefits Tax (FBT) implications of their proposed recreation leave in the light of travel funding received.
Responsibilities of support recipient
After attending the conference for which support has been provided by the Faculty recipients are required to report to the Faculty on the outcomes of their attendance at the conference for which funding was sought. The report should be composed on the EHLT Conference Leave report form, available on the EHL research website (see: http://www.flinders.edu.au/ehl/research/research-funding-opportunities/eHLT-internal-funding_home.cfm

Payment of allocation
Funds granted for conference attendance (both NCL and OCL) will be paid through Payroll and will be paid gross, with the amount appearing on your Payment Summary at the end of the financial year. Allocations will normally be paid in the pay period before your conference commences.

Submission of applications
Applications must comprise:
1. A researcher information form
2. An NCL/OCL form (signed by the Dean [or delegate] of the school in which the applicant is employed)
3. A completed outcomes template
Complete applications should be addressed to the EHL Research Coordinator.

Questions?
Please direct your questions to the EHL research coordinator, Dr Brodie Beales on ext 12493 or via email brodie.beales@flinders.edu.au.