The Fund has been established, and will be maintained, from Salary savings. A management group, nominated by the School of Medicine Executive, comprising of the Assistant Dean (Support Services); Laboratory Manager; and a General Staff Representative (Ms M McCormick) is to administer the Fund in the first instance. The Scheme is to be available only to Centrally funded General Staff (Administration, Technical and Clerical) employed within the School of Medicine.

The Fund is to be used to assist General Staff members to attend courses, meetings and seminars that are technically and professionally orientated and that will benefit both the establishment (University) and the individual e.g. word processing courses; High Vacuum seminars; meetings of, and presentation to, Professional organisations.

The applicants for funding must have the support of a) Supervisor, and b) Head of Department or Assistant Dean (Support Services), whichever is appropriate.

The funds are to be administered in general according to the rules for travel and accommodation as set out in The Flinders University of South Australia Administration Handbook. The Funds also may be utilized for registration, course fees and contracting “in-house” courses and seminars.

The normal support shall be up to a maximum of 75% of costs within Australia and 50% of costs outside Australia. The Departments will be encouraged to provide the balance from other sources.

There will be no deadlines for applications, but a minimum of four weeks prior notice would be desirable.

Successful applicants are expected to present a brief report on the context and benefit of the course/meeting, within one month of returning to School of Medicine.

Written applications or enquiries are to be forwarded to the School of Medicine Laboratory Manager.

General Staff Development Fund

Guidelines for Distribution of Funds

1. Applications sent to Laboratory Manager who will hold original and circulate a copy to FUND committee

2. Attach to circulating copy:
   a) Budget position
   b) Dept/Applicant details of any previous assistance (last three years)

3. After committee meets, reply to each applicant with form letter

4. Update spreadsheet-Dept and applicant’s details

5. Reimbursement:
   a) On return and on production of ORIGINAL receipts – up to the agreed amount, Accounts Officer to complete internal requisition
   b) PHOTOCOPIES of receipts to be returned to applicant marked “ORIGINAL HELD BY FUSA ACCOUNTS OFFICE”
   c) Charge to account …………… General Staff Development Maintenance