**APPLICATION FOR CONFERENCE REGISTRATION FUNDING**

**PROCESS**

With limited college budget for research, support can be provided for conference registration with the following:

1. Staff members get a paper accepted for presentation at a well-recognised high standard conference in their discipline.
2. Conference is Scopus indexed
3. Hybrid Mode for presenting online or other ways of supporting remaining funds to visit conference venue.
4. A signed electronic copy of the conference funding application form (attached) is to be submitted as a single PDF document incorporating all relevant documents (evidence of paper acceptance; review reports; conference registration requirements; and other details) to the college research office.
5. Staff member to convert the conference paper into a ranked journal publication, submit the paper to the journal and present a seminar to the College.

**NOTES**

1. The College Research office may reject a conference funding application for reasons such as the College budget, inadequate incentive awards, staff contract, and if the conference is of an unacceptable standard. However, the College does not override the peer review process for paper acceptance.
2. Staff are recommended to use Journal incentive payment received by university to fund for their conference funding.
3. Registration funding application acceptance will be based on the above and funds allocated per school per year.
4. A staff member may be supported for only 1 application per year and at least 3 to 4 staff application per school per year based on funding.

**JUSTIFICATION**

To increase the volume of journal papers and peer-reviewed papers at FNU.

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| **APPLICANT DETAILS** | |
| **Applicant Name:** | Click here to enter text. |
| **Employment Number:** | Click here to enter text. |
| **Department:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **School:** | Click here to enter text. |
| **CONFERENCE DETAILS** | |
| **Conference Title:** | Click here to enter text. |
| **Conference Dates:** | Click here to enter text. |
| **Conference presentation mode (online or at venue):** | Click here to enter text. |
| **Is this conference of national or international importance?** | Yes  No  *Please specify:*Click here to enter text. |
| **PAPER DETAILS** | |
| **Paper Title:** | Click here to enter text. |
| **Has your paper been accepted?** | Yes  No  *(Please provide evidence)* |
| **Has your paper been peer reviewed?** | Yes  No  *(Please provide evidence)* |
| **Will the paper be published and indexed?** *(Scopus/Web of Science/Other)* | Yes  No  *Please specify:*  Click here to enter text. |
| **Benefits of presenting a paper at this conference.** | Click here to enter text. |
| **Implications for Fiji?** | Click here to enter text. |
| **Budget Details:** | Click here to enter text. |
| **PRIOR FUNDING RECEIVED** | |
| **Have you been funded by the College to attend any conference before this?** | Yes  No  *If yes, please state paper reference:*  Click here to enter text. |
| **Details of the last conference:** | Conference title:Click here to enter text.  Date:Click here to enter a date.  Funded by University:  Yes  No  *If yes, please state amount:*  Click here to enter text. |
| **Have you submitted your last conference paper to a journal?** | Yes  No  *(Please provide evidence)* |
| **CURRENT CONFERENCE FUNDING** | |
| **Have you applied for or received funding from any other source(s) to attend this conference?** | Yes  No  *If yes, please state the source(s) and amount:*  Click here to enter text. |
| **Do you have adequate accrued funds from incentive awards /other sources of funding to fund the conference/?** | Yes  No  *If yes, please state the source(s) and amount:*  Click here to enter text. |
| **APPLICATION CHECKLIST** | |
| Completed application form  Benefits of presenting a paper at this conference (attach any extra sheets used)  Benefits of fieldwork (if applicable)  Letter/Email of Acceptance for paper presentation at the Conference  Evidence of paper being peer reviewed  Evidence of submission of last conference paper to a journal  Evidence of any funding received for this conference  Supporting documentation for Requested Budget, including registration invoice.  Copy of Abstract & Full Research Paper  Conference Details | |
| **Applicant’s Name:**  **Applicant’s Signature:**  **Date:** | Click here to enter text.  Click here to enter text.  Click here to enter a date. |
| **Associate Dean Research** | **Comment:**  **Name:** Click here to enter text.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** Click here to enter a date. |