**CONFERENCE FUNDING APPLICATION PROCESS AND FORM**

**PROCESS**

1. Staff members get a paper accepted for presentation at a well-recognised high standard conference in their discipline.
2. 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 their College Dean and Associate Dean Research for approval.
3. College Associate Dean Research to submit a scanned copy of the approved conference funding application to Human Resource for records.
4. Staff members attend and present at the conference.
5. Staff member to convert the conference paper into a highly ranked journal publication, submit the paper to the journal, and present a seminar on the journal paper to the College, discussing the useful outcomes of presenting at the conference, and the benefits of feedback received at the conference, within three months of attending the conference.

**NOTES**

1. The College Dean and Associate Dean Research may reject a conference funding application for reasons such as 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. If registration for the conference is required with the final version of the paper, the College Dean and Associate Dean Research to approve the funding.
3. It is the responsibility of the staff members to apply for conference funding at least six weeks before the travel date for the conference.

**JUSTIFICATION**

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

**APPLICATION FOR CONFERENCE FUNDING FORM[[1]](#footnote-1)**

To apply for conference, leave and funding, please complete the following form and submit it to the College Associate Dean Research for consideration by the College Dean.

|  |  |
| --- | --- |
| **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. |
| **College:** | Click here to enter text. |
| **Conference Leave Dates:** | Click here to enter text. |
| **CONFERENCE DETAILS** | |
| **Conference Title:** | Click here to enter text. |
| **Conference Dates:** | Click here to enter text. |
| **Conference 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)* |
| **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.** (*Please use extra sheets if needed)* | Click here to enter text. |
| **Implications for Fiji?**  *(List with reference to page and paragraph numbers in your paper)* | Click here to enter text. |
| **FIELD WORK** | |
| **Designation:** | Click here to enter text. |
| **Purpose of Fieldwork:** | Click here to enter text. |
| **Research Collaboration:** | Click here to enter text. |
| **Budget Details:** | Click here to enter text. |
| **Expected Outcomes:** | Click here to enter text. |
| **Benefits of this fieldwork:** | 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)* |
| **Please state the reference(s) of your journal publication(s) in the last two years?** | Click here to enter text. |
| **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/fieldwork?** | Yes  No  *If yes, please state the source(s) and amount:*  Click here to enter text. |
| **REQUESTED BUDGET**  *(please provide documentation and state the relevant currency for each expense item converted to FJD)* | |
| **Conference Registration:** | Click here to enter text. |
| **Air Fares:** | Click here to enter text. |
| **Visa:** | Click here to enter text. |
| **Per Diem:** | Click here to enter text. |
| **Total:** | 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  Copy of Abstract & Full Research Paper  Manual Leave form & Workload Cover Plan  Conference Details  Visa Fees, Flight quotes & Itinerary and WHO International per diem rates | |
| **Details of Fieldwork:** | Click here to enter text. |
| **Applicant’s Name:**  **Applicant’s Signature:**  **Date:** | Click here to enter text.  Click here to enter text.  Click here to enter a date. |
| **COLLEGE RESEARCH COMMITTEE APPROVAL** | |
| **Total Budget Approved** | Click here to enter text. |
| **Associate Dean Research** | **Name:** Click here to enter text.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** Click here to enter a date. |
| **College Dean** | **Name:** Click here to enter text.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:** Click here to enter a date. |

1. **Conference Funding**

   FNU encourages all staff to attend high quality conferences. The following criteria will be used for approval:

   The quality of the conference.

   The nature of the conference (peer reviewed or not).

   The value of the conference to the academic’s career and research focus. [↑](#footnote-ref-1)