

THE UNIVERSITY OF ADELAIDE

**QANTAS RESEARCH TRAVEL SUPPORT SCHEME
GUIDELINES FOR APPLICANTS**

Please refer to these when completing the Application Form which is available on the ARI website and at <http://www.adelaide.edu.au/hr/ecr/>.

Summary

The Qantas Researcher Travel Support Scheme (QRTSS) has been established to provide essential career support to emerging researchers by encouraging their active participation in international conferences and in visits to overseas research groups and researchers to work and to establish international research collaborations. The scheme will provide support for international air travel for these purposes to early career researchers.

Early career researchers are defined as university or externally/internally funded academics, including full-time postdoctoral researchers, within the first five years of the award of their doctorate.

Applicants will be required to outline the proposed activities and the nature, significance and competitiveness of their current research profile and program and how these will be improved by the activities to be supported and their expected outcomes. A progress and a final report on activities undertaken and their outcomes will be required.

The Scheme is intended to supplement and not replace or reduce the cash support normally offered through Faculty Conference and Special Studies Support Schemes. Applicants will be encouraged to apply for support for their proposed activities from both Faculty and the Qantas Schemes to maximise their scope and the outcomes.

Applications will be made to the Associate Dean Research and Research Committee of each Faculty, who will rank and make recommendations of awards for final decision by the University Research Career Development Committee.

Additional information to assist you in completing the form (sections are numbered as in form):

Section 2 LEAVE ALREADY APPROVED OR TO BE SOUGHT

Provide details of any other leave you have sought or will be seeking approval for in relation to the proposed activities. This is to assist the committee in evaluating the extent to which other support schemes are being utilised to maximise the opportunities and outcomes for the applicant. Applicants are encouraged to apply for other sources of support to complement the QRTSS.

Section 3 ITINERARY - DESTINATIONS TO BE VISITED

Provide details of the locations which you will be visiting and when, to undertake the proposed activities. This is to enable the air travel component and support required to be determined.

3.ITINERARY - DESTINATIONS TO BE VISITED

It is understood that at the time of lodging this application, dates and destinations may be provisional. There is opportunity for confirmation/ amendment at a later stage. Add rows as needed.

Section 4 OTHER SUPPORT

List any other support you have obtained or are applying for to support the proposed activities. This is to further assist the committee in evaluating the extent to which other support schemes are being utilised to maximise the

opportunities and outcomes for the applicant. As stated above, applicants are encouraged to apply for other sources of support to complement the QRTSS.

Section 5 PREVIOUS SUPPORT

List any previous support you have obtained for these types of activities since the award of your doctorate. This may include intramural schemes such as Discipline, School or Faculty support or extramural sources of support.

Section 6 DESCRIPTION OF PROPOSED ACTIVITIES

The aim in this section is to assist applicants in taking a strategic approach to their research and career planning and in maximising the value of the activities undertaken with QRTSS. Applicants are encouraged to refer to their PDR objectives in this process.

6. DESCRIPTION OF PROPOSED ACTIVITIES

Please describe the nature of your proposed activities to be undertaken overseas, including:

- the nature of your planned activities **(these should include presentations at national/international conferences overseas and/or visits to overseas research groups, laboratories or specialist facilities; provide details of papers and whether submitted or invited, names of conferences and explain their importance);**
 - how they will enhance your contribution to research;
 - the value to your development goals as a researcher (refer to your PDR objectives);
 - why each location has been chosen as a conference or an environment best suited to undertake these activities (provide evidence);
 - who you intend to work with and why (including evidence of their international reputation and/or unique resources or capacities)
 - the value of the activities to the aims and priorities of your School/Area, Faculty and the University as a whole.
- Additional information may be given in as an attachment to the application.

Section 7 EXPECTED OUTCOMES

The aim in this section is to further assist applicants in taking a strategic approach to their research and career planning by asking what are the expected outcomes and the value of the proposed activities to be undertaken with QRTSS. Applicants are encouraged to refer to their PDR objectives in this process.

7. EXPECTED OUTCOMES

Summarise the expected outcomes of the proposed activities, including timelines for these over the next two years.

These should include the following:

- (a) include a brief analysis of the current competitiveness of your research profile (refereed papers, reviews, chapters, abstracts, intramural and external competitive research grants and fellowships, invited scientific presentations since doctorate, numbers of citations of papers), relative to other groups and researchers nationally and internationally in this research area,
- (b) address broad objectives of the proposed activities, including predicted outcomes and how these will add to your research competitiveness and profile

Section 8 AIR TRAVEL SUPPORT REQUESTED

Please detail all air travel (economy) required for the proposed activities in terms of from where and to where. Give final destinations if more than one; provide costs based on advance purchase and Qantas and allied airlines. The information requested in this section is

Section 9 SUPPORTING STATEMENT BY THE HEAD OF THE SCHOOL/AREA

The Head of School or Area or their deputy is asked to comment on the application and where appropriate further assist the applicant in enhancing the application in the light of the objectives of the QRTSS prior to submission.

They should comment specifically on whether the proposed activities supports the objectives identified in the Planning and Development Review.

9. SUPPORTING STATEMENT BY THE HEAD OF THE SCHOOL/AREA

Academic Justification

Please comment on:

- the academic soundness of the proposed activities;
- their value in enhancing the applicant's capacity to contribute to research;
- the extent to which you consider the activity would further the achievement of the aims and priorities of the School/Area, the Faculty and the University;
- the suitability of the proposed locations and itinerary for the purposes of the activity.

Other:

The complete application should be forwarded to the Faculty's Associate Dean Research or as specified on the Faculty's web site, by November 28 2005. If applicant's have any further questions, they should contact the Convenor of the University Research Career Development Committee, Professor Julie Owens, Julie.owens@adelaide.edu.au, Phone: 08 8303 4088.