

Faculty International Conference Award (FICA) Health Sciences

GUIDELINES

INTRODUCTION

The Health Sciences Research Committee invites applications in a competitive scheme for the purpose of presenting at an International Conference. This scheme is known as the Faculty International Conference Award (FICA). FICA applications will only be considered complete with the signature of the respective FHS Head/Dean of School approving the applicant's leave to participate in the international conference(s).

1. ELIGIBILITY

1.1 Eligibility for a Faculty International Conference Award (FICA) is confined to Research & Teaching and Research-only staff employed by the Faculty of Health Sciences. Specifically, the following persons are eligible to apply for a FICA if employed by the Faculty of Health Sciences in The University of Adelaide as:

- Tenured and tenurable academic staff;
- Fixed-term Lecturers and Joint Appointments employed at a fractional time within the Faculty of Health Sciences under a Memorandum of Understanding;
- Research-only staff holding a nationally competitive fellowship award (e.g. ARC, NHMRC) or employed on a nationally competitive grant or those holding a Faculty Research Fellowship.

1.2 Applicants who are on fixed term contracts within the Faculty of Health Sciences may only apply for support to participate in a conference being held during the term of the contract.

1.3 Clinical and affiliate titleholders, without a fractional appointment within the Faculty of Health Sciences, are ineligible to apply for a FICA.

2. APPLICATION

2.1 Applications for FICAs may be made at any time, though the Panel will meet biannually, in April and October, to review applications.

2.2 Applications should be made according to the FICA Guidelines on the prescribed Application *proforma* available from the FHS research website at:

www.health.adelaide.edu.au/research/special/.

2.3 Every application must include:

- (a) A justification (*1/2 page in length*) outlining the key reasons for the applicant's participation at the international conference(s).
- (b) The abstract(s) indicating the applicant's affiliation with the Faculty of Health Sciences, University of Adelaide and evidence from the international conference of the applicant's abstract acceptance(s) and/or invitation to speak at the conference, where applicable.
- (c) Any other awards or travel grants held or applied for (with advice to be provided in the event of successful applications for support from other funding bodies).
- (d) A proposed budget for travel to the conference.
- (e) Summary (*one to two pages*) of past and current scholarships/research activity and achievements relevant to your conference participation. (*e.g. NHMRC and/or other Category 1 track record such as publications, grants with full list of applicants, title and amounts, professional activities, teaching achievements and other relevant information*).
- (f) A statement, where applicable, from the Leader of the Research Institute, Centre or Group, focusing on the importance to the applicant of his/her participation in the international conference.
- (g) A signature from the applicant's respective FHS Head/Dean of School approving the leave for the period of the international conference(s).

3. THE APPROVAL PROCESS

3.1 Before approving a request for a FICA, the Faculty Research Committee must be satisfied that:

- the proposed FICA is essentially concerned with research, scholarly activities and/or with appropriate professional development activities;
- the proposed FICA will enhance the contributions of the staff member to research, scholarship, teaching or the relevant profession, and provide significant benefit to the Faculty and the applicant;
- the applicant has the support of the FHS Head/Dean of School and, where applicable, an endorsement from the Leader of the relevant Institute/Research Centre/Group.

3.2 Depending on the availability of funds, the likely amounts of FICA support for overseas travel in this competitive scheme will be:

\$2,400 for eligible staff who meet the early-mid career researcher definition¹;

\$2,000 for other eligible staff members.

¹ *The definition of an early career-mid career researcher for the purpose of the FICA scheme is an eligible staff member who has had his/her PhD awarded in the last 12 years (at time of travel).*

3.3 A staff member who meets the early-mid career researcher definition¹ may notionally be awarded a FICA annually although there can be no guarantee that the application will be financially supported. Recipients of a FICA, who do not meet the early-mid career definition¹, may notionally be awarded a FICA every two years.

3.4 There must be a minimum of a clear month between presenting at an international conference, which has been financially supported with a Faculty FICA and a period of approved Special Studies Program (SSP).

3.5 Recipients of a BUPA (formerly Mutual Community Postdoctoral Travel Grant) are not eligible to receive a FICA to participate in the international conference(s) for the same travel period as the BUPA Grant.

4. CRITERIA FOR COMPETITIVE SELECTION

4.1 Applications will be ranked by the FHS Grants & Personnel Committee based on the applicant's track record (e.g. publications and ERA Rating, grants with a full list of investigators, in order, and title and amounts, teaching achievements and other relevant information), necessity of the travel to an applicant's research/scholarly activities, the standing of the international conference and the expected benefits from the visit to the applicant and to the School or Research Institute/Research Centre/Group.

5. CRITERIA FOR APPROVAL AND AWARD

5.1. Awards are made on the condition that they are used solely for the purpose stated in the application (i.e. for travel to the international conference, conference accommodation, registration and any legitimate scholarly or research-related expense).

5.2 In the event that a staff member who has been awarded a FICA does not attend the conference as specified in the application, notification of such must be given to the Chair, Grants & Personnel Committee through the FHS Research Secretariat. The Research Committee reserves the right to reclaim the funds awarded.

5.3 Travel arrangements are to be made in line with the University Travel & Entertainment Policy & Procedures at: www.adelaide.edu.au/policies/2723/#_Overview.

6. REPORTING

Within 4 weeks of their return, FICA recipients must undertake to provide to the Faculty of Health Sciences Research Committee (via the FHS Research Secretariat) a Report of their research/scholarly activities while at the international conference and of any expected outcomes of the visit. A follow-up Report may be required around 18 months later. In the event that either Report is not approved, it will be returned to the staff member for clarification and re-submission.