

## The University of Adelaide Dependant Travel Scheme

### Application Form

#### Introduction

The University of Adelaide has established a Dependant Travel Scheme (up to \$2500 per instance) to support female and male staff who have caring responsibilities to participate in a conference held overseas or within Australia. Funding support may be made available to eligible staff as a contribution to the travel costs of the dependant relative or a carer or to employ a carer at the conference location.

Executive Deans consider requests for the funding once the conference travel is approved in-principle. The number of awards available will be up to each Executive Dean to determine from their own budgets.

#### Eligibility

Support from the Dependant Travel Scheme may be available to applicants who have primary caring responsibility for a young child/ren, or a dependant relative with special needs. Academic staff in a continuing position are eligible to apply for funding under the Scheme, provided they are not full-time postgraduate students.

#### Applications

Please email applications to your Faculty Associate Dean GED, or similar.

#### Criteria for approval

Applications will be assessed on merit and with regard to available funding within the Faculty.

#### Reporting requirements

The successful applicant must submit to the Faculty Associate Dean GED (or similar) a brief statement of their contribution to the conference and benefits to the individual, the School and the Faculty within one-month of return. In accepting the award, the applicant also agrees to have the details of their award promoted in communication and marketing by the University.

#### Name of applicant and current position:

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<i>Title</i>	<i>Given names</i>	<i>Family name</i>	<i>Position</i>
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#### Contact details:

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<i>Phone number</i>	<i>Email address</i>
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#### Name of Head of School:

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**Conference details:** (name, date, place)

**Justification for attendance at conference** (<100 words):

1. Value and significance of conference within your discipline area;
2. Indicate how participation in the conference/workshop will enhance your research performance or provide other tangible benefits.

**What is your proposed participation at the conference?** (<100 words) (e.g. presenting a paper or poster, title and if accepted by conference organising committee):

**Please provide details of the proposed itemised accounts being requested?**

**Briefly explain the caring responsibilities which would otherwise limit your opportunity to participate in the conference** (e.g. what usual arrangements for care would be in place during the period) (<100 words):

**How do you propose to spend funding if awarded?** (e.g. travel or accommodation for accompanying carer, childcare at place of conference)

**Research performance:** Provide details of 3-5 recent research outcomes (eg. grant or publication) within the last five working years, including a concise statement to indicate the quality of each outcome.