

Travel Fund for Researcher Career Development

Purpose of the fund:

This fund is to provide conference, symposium or workshop travel funding to researchers in Information and Communication Technology (ICT) working in one of the BuildIT participating Universities.

Amounts granted:

Each grant will provide a contribution to travel costs for the recipient to attend and present a paper at a refereed overseas international conference, workshop or symposium. The amount provided will be a maximum of \$1,333 (GST excl) for travel to an Australasian conference and \$4,000 (GST excl) for travel elsewhere.

Timing of applications:

Applications will be considered on a two-monthly basis with approximately two awards being made per month. Applications are due on the 1st of each even month (Feb, April, etc).

Eligibility:

Applicants must, at the time of application, meet the following eligibility criteria:

1. Be a member of the academic or research staff of a participating University working in the area of ICT.
2. Have completed a PhD within the previous 10 years or be within 5 years of commencement of an independent research career.
3. To have submitted or had accepted a paper for presentation at an international conference, workshop, or symposium in ICT (in the case of a submitted paper, final approval of a grant will be conditional upon acceptance of that submission).

Application process:

Applicants must complete the travel fund application form and forward this together with:

1. A copy of the accepted paper
2. A copy of the referees reports for the paper
3. A copy of the applicant's academic CV
4. A brief letter of support from the applicant's HOD, Research group leader or BuildIT mentor addressing the criteria

to ertravel@buildit.csi.ac.nz

Criteria for selection:

Eligible applications will be ranked using the following equally weighted criteria:

1. The quality of the paper
 - Based on both the referees reports (if available for submitted papers) and the paper itself
2. The quality of the conference, workshop or symposium
 - Based on the standing of the conference, workshop or symposium within the relevant subarea of ICT, using available conference ranking measures such as the Australian CORE conference ranking scheme or Citeseer ranking, and the opportunity for new relationship building with world leaders in the relevant area that might result (eg via an invitation to a Dagstuhl workshop)
3. The likely enhancement to the applicant's international standing

In addition:

1. The previous granting history of the applicant will be considered with those having previously received a grant from the fund being ranked lower than other applicants where all other criteria are the same.
2. Applicants with papers that have been submitted but not yet accepted will rank lower than those with papers that have been accepted.

Process for assessment:

Each application will initially be considered by two members of the fund panel who will prepare a report for the full panel. They may co-opt assistance from a respected academic in the area if they do not feel they have sufficient expertise to appropriately assess the application. The full panel will then meet electronically to consider all applications for the two months and will rank eligible applications based on the above criteria. They will then decide on the award recipients for that two month period.

Conflicts of interest between members of the panel and applicants must be declared and conflicted members must not participate in the ranking of applications which they have a conflict of interest with. When the panel chair has a conflict of interest the deputy chair will assume the chair while that applicant is ranked.

Conditions for award recipients:

1. A recipient must attend the relevant conference, symposium or workshop and personally present their paper.
2. The recipient must provide a brief report on the experience gained from attendance at the conference, symposium or workshop and a statement of how the grant was spent within three months of the event.
3. If the full amount of the grant is not spent on travel and expenses related to attending the relevant conference, symposium or workshop, the excess must be returned to the fund manager.
4. Recipients are responsible for obtaining any travel funding required to attend the conference, symposium or workshop in excess of that provided by the grant.
5. Grantees must gain the permission of their institution to travel over the period of the conference, symposium or workshop prior to receipt of the award.
6. Grants will be paid to the relevant participating University which will oversee the expenditure and will be responsible for ensuring these conditions are met.