

Macquarie University Carer Conference Support Scheme (MQCCSS) -Funding Rules 2024

Continuous submission and assessment:

The Macquarie University Carer Conference Support Scheme is open for continuous submission and assessment of applications.

Note that the date of the proposed conference cannot be less than 2 months from the time of application. Applicants should be aware that funding is limited, and it is advantageous to apply early.

Submission & Certification:

Applicants must complete the application form and submit it as a single PDF attachment within the [Pure Research Management System \(PURE\)](#). Applicants must obtain the necessary approvals via PURE. It is the responsibility of the applicant to ensure approval is finalised at least two months prior to the proposed conference, in order to be assessed. **Hard copies will not be accepted.**

A [Quick Reference Guide](#) is available which explains how to create and submit a grant application as a Researcher through the PURE system.

Application and supporting documentation must be submitted as a single PDF file (including HOD letter (Appendix 14), itinerary, quotes, conference confirmation etc).

The file should be named according to the following convention:

“Surname_MQCCSS” e.g. “Smith_MQCCSS”

Research Services Contact:

Scheme Contact	Fiona Collison
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Contents

1. OVERVIEW	3
2. ELIGIBILITY	3
3. APPLICATION PROCESS	3
4. APPLICATION PREPARATION	3
5. BUDGET	4
6. ASSESSMENT	4
6.1 SELECTION CRITERIA	4
6.2 ASSESSMENT PROCESS	5
7. APPEALS	5
8. POST-CONFERENCE REPORTING REQUIREMENTS	5
9. VARIATIONS	5
10. PRIVACY POLICY	5
11. RESEARCH INTEGRITY	6
12. RESEARCH ETHICS, INTEGRITY AND RELATED POLICIES	6
12.1 UNIVERSITY HUMAN ETHICS, ANIMAL ETHICS AND BIOSAFETY COMMITTEES	6
12.2 RESEARCH INTEGRITY	6
13. FACULTY RESEARCH MANAGERS	6
14. APPENDIX	8
APPENDIX A: HOW TO COMPLETE YOUR PURE RECORD.	8
APPENDIX B: LETTER OF SUPPORT FROM HOD/S	10

1. Overview

Macquarie University recognises that carer responsibilities can present a barrier to attending and presenting at academic conferences, especially for those researchers in the early to mid-stages of their careers. This barrier can reduce networking opportunities and the visibility of a researcher's work. Macquarie University Carer Conference Support Scheme is aimed at reducing this barrier by providing financial support for **extraordinary caring arrangements** for carers to facilitate conference participation.

2. Eligibility

The Macquarie University Carer Conference Support Scheme is open to all research staff, whether their appointment is fixed or continuing, full or part time. Higher-degree students and casual staff are not eligible to apply. Only one application per year per applicant can be made. The application cannot be received less than two months prior to the date of the proposed conference.

Applicants must demonstrate that:

- they are research active according to the [Macquarie University definition](#)
- they are presenting either a paper or poster at a conference relevant to their research
- attendance at the conference will enhance their research career.

Applicants for any Macquarie internal scheme must not have any overdue reports for internal grants on which they are lead investigator.

3. Application Process

The application form is available electronically via the [Research Services Website](#). This application form may not be modified or altered in any way.

Application and supporting documentation (including HOD letter, itinerary, quotes, conference confirmation etc) must be submitted as a single PDF attachment within the [Pure Research Management System](#). A [Quick Reference Guide](#) is available which explains how to create and submit a grant application as a Researcher through this system.

The file should be named according to the following convention:

"Surname_MQCCSS" e.g. "Smith_MQCCSS"

Please note that hard copies will not be accepted. Incomplete applications will be deemed ineligible.

4. Application Preparation

Applicants must provide:

- Rationale outlining nature of participation in the conference, including:
 - an explanation of the significance or status of the forum
 - the review process or invitation for the applicant's participation in the forum

- A detailed rationale justifying the application for carer support in view of usual and **extraordinary** caring arrangements and detailing why particular costs are necessary. Describe, where appropriate, why alternative, less expensive options are not available, including care by other family members.
- Budget request and justification.
- Itinerary and quotes for all budget items must be attached with the application.
- Previous funding received under this program.
- Specific dates for the conference and, where possible, written confirmation of acceptance of a presentation (either talk or poster, via letter, fax or email) from the relevant organisers.
- Approval via PURE
- A letter from the Head of Department (or Deputy Dean Research or Executive Dean in the case of a Head of Department applicant) which outlines the value and suitability of the conference for the applicant's career and indicating support for attendance (approval of absence on duty is not sufficient).

Applicants must declare any potential conflict of interest (such as where the alternative carer is a Macquarie University employee).

5. Budget

Funding up to \$500 is available for a conference within the Sydney metropolitan area, \$1000 for a national conference outside the Sydney metropolitan area, \$1500 for a national conference in Western Australia, the Northern Territory or far North Queensland, and \$2000 for an international conference.

Costs to be supported include care of children, the elderly, disabled or incapacitated family members. For example, the fund will support employment of an additional child carer or for travel, such as an airfare for a family member, to look after children. Per diems cannot be paid to non MQ employees. Other costs associated with conference attendance, such as registration fees, travel for the applicant etc will NOT be supported.

Grant recipients will be reimbursed for approved extraordinary caring costs within four weeks of return from the conference. Original receipts and the Acquittal Form must be provided to acquit the grant and release payment. It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with the Macquarie University Travel Policy and Procedures (refer: <http://mq.edu.au/policy/docs/travel/policy.html> in order to be reimbursed for expenditure.)

Please include all quotes as part of your application.

6. Assessment

6.1 Selection Criteria

The following criteria will be considered when applications are being assessed and prioritised for funding:

- The value of presenting the research at the particular conference;

- The status of the forum, whether the abstract paper/s have been accepted by a referee or by a scholarly committee;
- Whether the applicant has been invited to present a keynote address;
- Previous funding received under this program;
- The reasonableness of the claim for support and why it constitutes **extraordinary caring arrangements**.

6.2 Assessment process

A Panel comprising the Pro-Vice Chancellor (Research Integrity and Development), two other senior researchers and a representative from Workplace Equity and Diversity in Human Resources will assess Carer Conference Support Scheme and make recommendations regarding funding to the Deputy Vice-Chancellor (Research) for endorsement. The Panel may co-opt additional members from among the Macquarie University academic staff to assist with the assessment process.

7. Appeals

Unsuccessful applicants have the right to seek a review of the outcome, on procedural grounds only. To request a review of the outcome, please write a brief letter detailing the basis on which the review is requested. The letter, clearly marked “Confidential Appeal”, should be submitted as an email attachment to erin.semon@mq.edu.au

8. Post-Conference Reporting Requirements

Within four weeks of the return from the conference, recipients are required to provide a one-page report with details of the conference participation, the benefit to the individual’s research career and Macquarie University.

Successful applicants may also be invited to speak at staff development opportunities for researchers at Macquarie University or included in promotional media.

Grants are to be acknowledged, where appropriate, with the statement: “This paper was assisted by the “Macquarie University Carer Conference Support Scheme”.

9. Variations

Variation requests to change the conference that will be attended will not be considered. If a successful applicant wishes to change the conference that will be attended after the grant has been awarded, the original application should be withdrawn and a new application submitted.

10. Privacy policy

The conduct of research projects supported under all internal Macquarie University Schemes is subject to the provisions of the Commonwealth Government’s National Privacy Principles and other statutory provisions relating to ethics and biosafety, consistent with the University’s [Privacy Policy](#). As part of the assessment process, Research Services may provide the Assessment Panel with its record of the details of the applicant’s funding and publications history. This action is consistent with the provisions of the National Privacy Principles.

11. Research Integrity

Researchers are expected to be scrupulous in avoiding conflicts of interest (especially where commercial issues are involved) when engaged in the peer review process. In addition, by encouraging public scrutiny of research results by publication and other means, the University also wishes to help combat fraud and misconduct.

All researchers, research coordinators and supervisors of postgraduate students should be familiar with the Australian Code for the Responsible Conduct of Research, and relevant external and internal ethical guidelines. These conditions include compliance with the [Macquarie University Code for the Responsible Conduct of Research](#).

12. Research Ethics, Integrity and Related Policies

All researchers are expected to uphold an honest, ethical and conscientious research culture and apply the principles articulated in the *Australian Code for the Responsible Conduct of Research*.

Macquarie University maintains strict control over all research activities involving human or animal subjects, and work in which issues of biosafety are involved. Such research must meet the ethical and safety requirements of the relevant government legislation or guidelines and satisfy the requirements of external funding agencies such as the National Health and Medical Research Council (NHMRC). Any research in which such issues are relevant must first be approved by the relevant ethics or biosafety committee.

For more information refer to <https://www.mq.edu.au/research/ethics-integrity-and-policies>

12.1 University Human Ethics, Animal Ethics and Biosafety Committees

Researchers should consult Macquarie University's Human Research Ethics Committee, Animal Ethics Committee, Biosafety Committee and Defence Trade Controls web pages to determine whether their research is subject to the respective guidelines and review processes.

If the proposed research requires human ethics, animal ethics, biosafety and/or export controls approval, the grant will not commence until approval has been obtained. Please contact the relevant Ethics Secretariat (Human or Animal), Biosafety Secretariat, Gene Technology & Biosafety Secretariat and/or the Export Controls Secretariat for further information.

12.2 Research Integrity

All researchers, research coordinators and supervisors of research students should be familiar with the [Australian Code for the Responsible Conduct of Research](#) and must comply with the standards encompassed in the [Macquarie University Code for the Responsible Conduct of Research](#).

Researchers are expected to be scrupulous in transparently declaring and managing conflicts of interest when engaged in research, including in the peer review process.

13. Faculty Research Managers

Faculty of Arts - Dr Christine Boman	artsro@mq.edu.au
Macquarie Business School - Dr Jan Zwar	mqbs-ro@mq.edu.au

<i>Faculty of Medicine, Health, and Human Sciences - Dr Kyle Ratinac</i>	fmhs.researchsupport@mq.edu.au
<i>Faculty of Science and Engineering - Ms Irina Zakoshanski</i>	sci.research@mq.edu.au

14. Appendix

Appendix A: How to complete your Pure record.

We encourage you to complete all fields in the application Pure Record.

The screenshots below will assist you in completing each section correctly to ensure the Grant Development Team receives it.

- Application type: Grant > Proposal
- Title: Ensure the title matches your MQCCSS application
- Acronym: MQCCSS
- Description: Conference details/workshop details

The screenshot shows the 'Application: Grant > Proposal' form in the Pure Record system. The left sidebar contains navigation options: EDIT (Metadata, Overview, Relations, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS (Editors responsible for handling this submission: None, Comment on workflow step change). The main content area is divided into sections: Classifications (Application type: Grant > Proposal, Nature of activity type: Add nature of activity type...), Identification (Title #: Test Title, Short title, Acronym: MQCCSS, Description: Conference / workshop you are attending), and a rich text editor for the description.

- Funding opportunity: Macquarie University Carer Conference Support Scheme (MQCCSS)
- Funding organisation: Macquarie University
- Applied amount: As permissible in the guidelines.
- Life cycle: Date of conferences
- Documents: upload your MQCCSS application form saved *surname_ MQCCSS with approval from your HoD/S(refer to the template below)*

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment on workflow step change:

Collaborative partners

Collaborative application *

Yes No

Funding opportunity

Funding opportunity


 **MQ Carer Conference Support Scheme** 

Funding opportunity: Research Grants

[Change funding opportunity](#)

Funding organisation/s

Funding organisation/s *

 **Macquarie University** 

Applied amount: A\$0.00

Edit 

[Add funding...](#)

Submission deadline

Deadline

Funder status

Date submitted

Example: 21/10/2002

Funder reply

Pending Awarded Unsuccessful


Life cycle

Expected start date

Example: 21/10/2002

Expected end date

Example: +12 is 12 months later

Milestones

[Add milestones...](#)

Documents

[Add document...](#)

Appendix B: Letter of support from HOD/S

[Insert relevant letterhead]



Dear MQCCSS assessment panel,

Letter of Support - MQ Carer Conference Support Scheme

I write to convey my enthusiastic support for [Applicant Name]'s application for the Macquarie University Carer Conference Support Scheme.

[Applicant name] is a [insert current role] in the [insert Department/School/Centre], Macquarie University. *Include details of the paper accepted for the conference e.g. title and details of the conference, name, location etc.*

Include brief details of why attendance at this conference will contribute to the applicant's career and their role within the Department/School and Faculty.

I wholeheartedly support [Applicant Name]'s application and attendance at this conference.

Yours sincerely,

[signature]

Name

Title

Date