

UNIVERSITY OF THE HIGHLANDS AND ISLANDS

RESEARCH CONFERENCE FUND (STAFF)

Purpose of the Fund

The University of the Highlands and Islands (UHI) Research Conference Fund was established to support members of staff attending research conferences of national or international standing that will enhance their individual research profile. This purpose is being tailored for 2015/16 and 2017/18 in order to concentrate resources on attendance at conferences and meeting of learned societies that will provide clear benefit to UHI's submission to the 2019/2020 Research Excellence Framework.

Eligibility

- (1) All research active staff, both full and part-time, on the UHI register.
- (2) Priority will be given to members of staff:
 - Invited to present keynote papers at a residential conference/meeting of a learned society; or
 - Who will achieve a Research Excellence Framework (REF) output from their involvement in taking a leading part in a conference/meeting of a learned society.

Exclusions

- (1) No awards will be made to any category of applicant for activities which relate to project delivery for routine data collection, fieldwork or meetings.
- (2) No awards will normally be made for applications for conferences in connection with a European Funded project. Such activities are normally resourced within the terms of the project.
- (3) No daily subsistence may be claimed. Conference dinners and similar expenses will not be funded.
- (4) No more than 2 applications to an individual conference.

General Regulations

- (1) Applicants may apply to the fund at any time, but this should be at least six weeks in advance of the event. In all circumstances, applications received after the date of the conference will not be considered. No more than one award will be made to any member of staff during each academic year (August to July).
- (2) Financial contributions from the relevant Department/Academic Partner (and/or other external body) will be expected to meet the balance of funding required.
- (3) All successful applicants must agree to complete a post-event report for which the grant was awarded within one month of their return. This report, summarising the benefits of attendance, will be submitted to the UHI Research Practitioners' Group. Applicants are also encouraged to disseminate any useful information secured at the event within their research community, both within and outwith UHI.

Awards Available/Levels of support

There are three categories of award of which staff may request up to 75% of the total costs of attending the event (including registration fees), as follows:

- International (outwith mainland Europe) - up to a maximum of £500
- Mainland Europe - up to a maximum of £400
- United Kingdom - up to a maximum of £250

Application Procedure

- All applications must be accompanied by supporting documentation regarding the nature of the conference and the applicant's involvement (eg conference programme, invitation to speak). A website address can be given in 'purpose of attendance' on the application form. The relevance of the conference to the applicant's field of research should be outlined in the application.
- Advantage should be taken, wherever possible, of early booking discounts and less expensive registration rates. Travel arrangements should be as economical as possible and normally based on economy class air or train travel.
- Where foreign currency is used, the exchange rate must be quoted and converted into pounds sterling in the application form. (Please note that there are various online currency converters, eg [http://www.oanda.com/currency/converter/.](http://www.oanda.com/currency/converter/))
- The Academic Partner Principal must endorse the application form by providing a supporting statement and confirm any Academic Partner contribution. The relevant Dean of Faculty must also endorse the application.
- Please read the funding guidelines before filling in the application form. The current version of the application form can be found through the following links:

Application form (pdf file)

Application form (word document)

Post-event reporting form (pdf file)

Post-event reporting form (word document)

- Completed forms to be returned by e-mail or post to:

Iona MacDonald
PA to the Vice-Principal of Research and Dean of Research
University of the Highlands and Islands
Executive Office
Ness Walk
Inverness
IV3 5SQ

T: 01463-279205

E: iona.macdonald@uhi.ac.uk

Assessment of Applications

- Please note that awards will be decided on the basis of the information provided, the merits of the case made by the applicant, and the demonstration of support from the relevant Principal and Dean. Funding is, however, finite and it will not be possible to support every application. Applicants are, therefore, advised to apply as early as possible to avoid any unnecessary disappointment.

Claiming an Award

- All successful applicants will receive a confirmation e-mail and instructions on how to claim. (Applicants from an Academic Partner will initially claim from their employer and then the Academic Partner will invoice UHI for the same amount. The invoice to UHI must include the original receipts for each item, the UHI Purchase Order number and clearly indicate the applicant's name.)
- The items claimed should generally be the same as those listed on the original application form.
- All claims to the scheme must be submitted within three months of the date of the conference.