

Guide to School Funding for Travel

This is a draft and will be expanded on in 2002/03

1 Staff travel to conferences, workshops etc.

Staff should normally seek external funding for travel to conferences and workshops, e.g. by including travel in applications for grants, or by seeking University funds. Staff can also fund research trips using their personal research accounts (fed by payments from exam marking etc.)

The School funds staff members presenting a paper at a conference or workshop in situations where other funding sources have been exhausted. The criteria used to assess applications include fairness in sharing funds among all those engaged in research; the quality of the conference or workshop; the total cost of the trip and the extent to which the costs are justified; the extent to which the staff member is contributing to the cost from other sources; and the extent to which the staff member has been active in seeking external funding for their research. It is not necessary to satisfy all requirements perfectly, and in particular new members of staff will be treated generously while they are establishing a research programme.

Advance approval is required well in advance of travel using the form provided on the School intranet. No payment will be made if travel is commenced before having obtained approval from the Head of School (or his or her designate). Applications made a short time before travelling are unlikely to be processed in time.

2 Student travel to conferences, workshops etc.

Research students are expected to have a travel budget included in their original funding programme. In exceptional circumstances, the School will fund research students presenting papers at conferences and workshops. Similar rules and selection criteria apply as for staff, but they are applied more stringently.

3 Staff travel for collaborative grant applications

The School makes funds available for staff members who wish to travel for the purposes of developing collaborative grant applications with research groups elsewhere. A case should be made that there is a reasonable prospect of success, and that there are no external funds available.

4 Staff travel to develop new research directions

The School will support staff members who wish to travel for the purposes of re-invigorating their research. Funds can be made available to attend a worthwhile conference or summer school, visit a research group, or similar. The only requirement is

that somewhere down the line the beneficiary will have got themselves to a point where they can help to raise the research profile of the School. Applicants should talk to the Head of School who will ask them for a brief written statement of their research plans including an indication of how the trip will help them achieve their goals. Staff wishing to re-direct their research into what is for them a new area may also apply under this heading, but they will be given a lower priority.

5 Other travel

There are other occasional circumstances in which the School may fund travel. Staff who have a case for funding should present it to the Head of School.