

LCC Research Linkage Conference Session Support Guidelines and Request Form

The LCC Research Linkage Committee will consider requests to support attendance by LCC fellows, affiliates, and research higher degree (RHD) students at conferences or workshops that

- have LCC-organised sessions or that involve substantial numbers of LCC participants, and
- contribute to the Centre's research linkages mission.

Eligibility

Requests for funding must be submitted by a LCC Research Fellow or Investigator. Funding will be managed by the UQ node.

Successful applicants must announce the conference opportunity to all LCC fellows and affiliates and must include a plan for promoting inclusiveness.

Requests will be considered at the Research Linkage Committee's regular meetings, which occur three to four times per year. However, large requests (requests in excess of \$5,000) should be made in the calendar year prior to the conference or workshop. For example, requests for conferences in 2019 should be made in 2018. Requestors are encouraged to discuss their requests with the LCC, lcc@uq.edu.au, before making a formal submission, and to make their requests as early as possible.

Funds may be requested for economy-class airfare, ground transportation, meals, accommodation, incidentals, and conference registration for participants' who are LCC fellows, affiliates, or RHD students. Only actual expenses can be funded: per diem allowances cannot be funded. Participants are encouraged to leverage the Program's support with support from their own institution or other sources. Provision of funding for affiliates, PIs and AIs who are **not** employed by one of the four collaborating universities is conditional on the availability of non-ARC funding in the scheme budget, as ARC funds cannot be used for this purpose.

Assessment Process

The Research Linkages Portfolio Committee will evaluate the requests for eligibility and against the following criteria:

- The potential of the session to contribute to building enduring interdisciplinary, cross-institution, and/or cross-sector research collaborations among LCC researchers and partners,
- The visibility and quality of the conference or workshop,
- The quality of the proposed session or presentations,
- The session's inclusiveness and benefits to the entire LCC,
- Cost-effectiveness and value, and
- Available funding.

Request for Funding

For the formal submission, the requestor should complete the form below and include as much information as possible about the likely presentations and anticipated participants. The completed application and materials should be submitted as a single PDF file to the Life Course Centre lcc@uq.edu.au.

Travel and Visit Arrangements

Participants will be responsible for making the necessary travel arrangements including flights and accommodation. They are also expected to make their own visa, insurance, and health cover arrangements (which are not funded under the Program) and to familiarise themselves with other key information regarding overseas travel.

Participants will be reimbursed through LCC Finance at the University of Queensland node.

Reporting Requirements

Within one month after the conclusion of travel, the requestor must:

- Enter information about the session and presentations into the LCC reporting portal;
- Complete a brief report describing the session and presentation; this report will be submitted to the LCC Executive; and
- Agree to the publication of details of the travel (including expected activity outcomes) in LCC newsletters, Annual reports or on the LCC websites which will include acknowledgement of LCC support.

Contacts for Assistance

Queries regarding the scheme should be directed to the Life Course Centre lcc@uq.edu.au

Requestor's name	
Requestor's email address	
Requestor's organisation	
Event name	
Event location	
Event dates	
Description of event and the LCC's involvement	<i>In addition to the description, please attach a conference or workshop announcement if one is available.</i>

