Staff Research Travel Budget

General remarks

The Department's *Staff Research Travel Budget* exists to cover reasonable expenses incurred by members of staff in participating in conferences or workshops of high academic standing. Note that student travel is covered by the *Student Travel Budget*, and conferences and workshops of a technical rather than scientific nature by the *Staff Development Budget.*

Applications are treated in two ways, depending on whether the staff member is participating in a UK national meeting or an international one. The criteria that will be applied in evaluating the latter are broadly similar to those that were applied by the now defunct *Travel and Research Committee.* Please note that, in the long term, all members of academic staff are expected to seek their own funding for conference travel by applying for appropriate research grants; repeated applications to the Staff Research Travel Budget over an extended period are generally discouraged. However, it is recognised that currently unfashionable research topics may not attract external funds, whatever their intrinsic merit.

International meetings

The criteria for support in this case are the following:

1. The meeting must be of high academic standing, and must be "international" in the sense of having a reasonable proportion of participants from outside the host country. ("Reasonable" might be as little as 20% for a meeting in the US, rising to 40% for a meeting in a European country.) An exception to this rule is made when the applicant is presenting one of a small number of plenary talks at a essentially national meeting.

2. The applicant must be making a substantial contribution to the meeting: "substantial contribution" includes giving an invited talk or a contributed (reviewed or refereed) talk, chairing a debate or discussion session, or attending a programme committee meeting; but normally excludes chairing a session of talks or participating in a poster session.

3. The costs must be reasonable.

Applications will be dealt with by the Research Convener, with appeal to the Deputy Head of Division in case of dispute. Normally, support will be limited to one trip in any financial year.

UK national meetings

The criterion for support in this case is simply that the meeting must be of high academic standing in the context of a national meeting. The applicant is expected to engage fully with the meeting, but no specific form of contribution is prescribed. Applications will be dealt with by the Research Convener, with appeal to the Deputy Head of Division in case of dispute. Normally, support will be limited to two trips in any financial year. However, a third application can be made under "International meeting" heading, provided the more stringent conditions applied there are broadly met. In that case, of course, the applicant is debarred from making a further application under that heading.

Application form

NAME OF THE APPLICANT:

NATIONAL OR INTERNATIONAL MEETING?:

TITLE OF THE MEETING:

DATES OF THE MEETING (INCLUSIVE):

NATURE OF THE APPLICANT'S PARTICIPATION IN THE MEETING: (e.g., invited talk, contributed talk (reviewed), etc.)

ESTIMATED EXPENDITURE:

Component	*Amount*
Travel	
Registration fee	
Subsistence	
Other (please specify)	
Less amount from other sources	
Total	

I confirm that the above expenditure cannot be charged to any grant that I have access to.

SIGNATURE AND DATE: