**Research Travel and Conference Application**

**(updated October 2024)**

* *Please click* [***here***](https://tuhono.op.ac.nz/about-us/governance-and-management/policy-library/travel-on-otago-polytechnic-business) *for flowchart detailing the approval process, prior to submitting your application*

*(You’ll be taken through to the Policy library, where you can download the flowchart)*

Please send completed form to [researchoutputs@op.ac.nz](mailto:researchoutputs@op.ac.nz)

This form covers approvals for research contestable conference travel funding and professoriate permissions for travel.

**Please allow up to one month turnaround for your application to be assessed and approved.**

**Professorial travel** that is to be paid for by Professorial funds must be approved as part of your research plan separately. Members of the Professoriate cannot apply for contestable travel funding. You do however need to indicate how much you intend to spend and how you are funding your travel.

**Contestable Research travel funding** is provided to support the dissemination of staff-led research nationally and internationally. You can apply for up to $2000 for travel and accommodation in NZ, up to $3500 for Australia or the Pacific and Indonesia and $4500 for Asia, UK, USA, Europe. Permission to travel must be signed off by your formal leader and Head of College.

**Contestable Travel Funding can be for:**

* QA/peer reviewed presentation or exhibition at a conference
* To install a solo QA art exhibition
* To undertake data collection for a defined research project (may be related to a single project application).

**Conditions of Grant:**

* Formal leader (HOS/HOP & HOC) approval for your absence from OP to travel and approval of domestic travel and that there is a plan to cover your work
* Funding is for travel during the current calendar year
* Please wait until you hear from us that your application has been approved before booking travel, any pre-purchase is at your own risk
* Please provide quotes or other proof of cost for accommodation and quotes from our preferred providers for travel insurance and airfares. **See** <https://online.op.ac.nz/hub/teams/corporate-services/business-services/how-we-can-help/travel-and-insurance/>
* Funding for domestic conferences is generally available once per year per staff member and for international conferences once every second year per staff member. In special circumstances the Director will consider subsequent applications in any given year.
* Permission to travel internationally must be approved with final sign-off by the Executive Director. Please do not contact the Executive Director yourself, we will do that as part of the approvals process. Make sure your formal leaders have agreed for you to be absent and that there is a plan to cover your work.
* Please scan HOP/HOS and HOC signatures in the appropriate section.

**Expectations for all travel:**

* Produce an additional research output or research contribution e.g., QA publication in conference proceedings or a journal, exhibition
* For Conference travel we expect you to also provide general learnings back to colleagues through a presentation or public talk.

**If you are funded to attend a conference, then you are required to either:**

* Present your own research at the conference and/or present a report on the conference to colleagues on your return to feed back your learning from the conference
* Attend the whole conference
* You are encouraged to use this travel opportunity to undertake other work or networking at your destination
* Report on the above by 30 November (unless conference is later)
* Submit verification of your research outputs to [researchoutputs@op.ac.nz](mailto:researchoutputs@op.ac.nz) .

**Applications:**

* Contestable funding applications can be made at any time up until 30 November, subject to funds remaining
* Should be made by email to [researchoutputs@op.ac.nz](mailto:researchoutputs@op.ac.nz)
* Please cc your formal leaders and school research co-ordinator when submitting this application

**NB: When sending in your application for funds please combine into a single PDF including all documentation:**

* **Request fund application completed with signed approval (two signatures needed).**
* **Travel quote for airfares and accommodation must be from Otago Polytechnic’s approved supplier. (Please note cutting and pasting details from website are not acceptable).**
* **For conference presenters only - please provide written evidence that you have been accepted as a presenter.**

**IMPORTANT: Permission for all travel must also be sought prior to this application from your formal leader and Head of College to be absent from OP.**

**Permission to travel must be signed off by your formal leader and Head of College.**

**TRAVEL DETAILS TO BE COMPLETED BY ALL APPLICANTS:**

**Please list research outputs for the researchers named on this application for the last 3 years:**

|  |
| --- |
|  |

**Note**

* All expenditure must be recorded against the account code provided
* The grant must be spent in the calendar year
* Unspent money will be journalled back to Research and Postgraduate for reallocation. Progress report required by 30 June
* Final report required by 30 November on the form provided
* Evidence of research outputs for the research database: no later than 30 November

**Applicant Information**

|  |  |
| --- | --- |
| Name (Full Name) |  |
| Employee Code |  |
| College / School / Department |  |

**Travel Details**

|  |  |
| --- | --- |
| Destination Country |  |
| City |  |
| Institution / Organisation to Visit |  |
| Purpose of Travel (including research outputs): | |
| Travel Dates (start date to end date) |  |

**Funding Information**

|  |  |
| --- | --- |
| Is application for Professorial Travel  If yes, is this in your individual research plan & approved by your formal leader  (If yes, please attach research plan along with supporting documentation) | Yes / No  Yes / No |

**Funding Information – Budget Breakdown**

|  |  |
| --- | --- |
| Professoriate (BUN) – *if applicable* |  |
| Estimated Total Cost (New Zealand Dollars) | $ |
| Breakdown of Costs   * Airfare * Accommodation * Transfers * Conference registration * Other Expenses   (NB: *No food or “per diems” are funded for contestable funding*) | $  $  $  $  $ |
| Are you applying for Contestable Funding?  If No, where is the funding for this trip coming from? | Yes / No |

**Justification of Travel**

|  |  |
| --- | --- |
| Academic / Professional Benefits  *Brief Overview* |  |
| Expected Outcomes  *List QA Outputs: Including additional research outputs that will result from this travel other than a conference presentation*  (*For Conferences: You must have a published output in addition to a presentation*) |  |
| If you are attending a conference, how will you feed back to colleagues |  |
| Supporting Documentation  Ensure these are attached  Tick the relevant boxes | Quotes  Invitation / Acceptance Letter  Business Case / Research Plan  Approval of absence  Other |

**Permission to be Absent**

|  |  |
| --- | --- |
| How will your teaching or other work be covered while you are absent? |  |

**Professoriate - Approval Signature (*if applicable*)**

|  |  |
| --- | --- |
| Formal Leader Name |  |
| Signature |  |
| Date |  |

**Approval Signatures (mandatory)**

|  |  |
| --- | --- |
| Formal Leader Name |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Head of College Name |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Director of Research Name |  |
| Comments (*if applicable*) |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Deputy Director Name (*International only*) |  |
| Comments (*if applicable*) |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| Executive Director Name (*International only*) |  |
| Comments (*if applicable*) |  |
| Signature |  |
| Date |  |