

# PBRF / CONFERENCE FUNDS 2016

## IN THE SCHOOL OF SOCIAL SCIENCES

---

### **Background on the PBRF/Conference Funds**

The School of Social Sciences distributes funds to support staff member research and conference participation. Most of this funding comes from the Tertiary Education Commission's Performance-Based Research Fund (PBRF), allocated according to scores derived under the 2012 PBRF Quality Evaluation Exercise; other funds (conference and travel budget lines) are available through the Faculty of Arts.

Allocation decisions are recommended to the HOS by the School of Social Sciences Research Committee (with representation from Anthropology, Development Studies, Media, Politics, and Sociology). The Research Committee prioritizes funding activities that will lead to clearly delineated research outputs, as well as activities not already supported by other internal funding sources. **In 2016, the School of Social Sciences will cap funding at a maximum of \$6,500 per person per year.** There will be no prioritization of activities (i.e. conference presentation versus requests for research assistance); all decisions will be based on the merit of the project as represented in the proposal and in the significance of its expected research outputs.

### **Eligibility**

Eligibility for PBRF funding is related to participation in the last PBRF Quality Evaluation Exercise or census eligibility for the next evaluation exercise. Staff members should be funded by the School in which their PBRF portfolio will be attributed.

Exceptions include assisting with PhD completions (for which the University receives PBRF funding) and funding for professional teaching fellows (PTFs):

- PhD students are eligible to apply for to a maximum of \$1,000.00 per year. They must satisfy four criteria:
  - They must have completed their provisional year
  - They must request written evidence of their supervisors' support to be sent in separately (one paragraph is sufficient)
  - They must account for their PRESS fund and Faculty Doctoral Research Award use in the application form, indicating why additional funds are required
  - They must, if requesting conference funding, present at the conference to be attended

Supervisors of any eligible doctoral students should ensure that their PhD students know about the PBRF/conference funding.

- PTFs are not eligible to receive PBRF funds, with the exception of PTFs who are teaching two or more courses (0.4 FTE), who are eligible for conference funding that will support or enhance research-informed teaching. PTFs may apply for the same maximum amounts as PBRF eligible staff members but in the event of limited funding, applications from PBRF eligible staff will be prioritized over PTF applications. Heads of disciplinary areas (HODAs) should ensure that any eligible professional teaching fellows know about the available funding.

Eligibility for PBRF/conference funding is not precluded or reduced for staff members on fractional appointments, FRDF grants, or study leave – but staff members are reminded that they must adhere to all university spending guidelines.

## **Funding Criteria**

PBRF/conference funds can be used for operational expenditures, but they cannot be used for capital expenditures (CAPEX) or for the purchase of items that will incur ongoing liabilities or commitments. Funding will only be provided for activities not covered by other grants.

Some examples of permissible use of PBRF funds, as approved by the DVCR, include:

- Conference presentation
- Fieldwork
- Research assistance
- One-off purchase of data to support research
- Support for visiting researchers that could lead to further collaboration
- Translation
- Writing Retreats
- Data collection (surveys, data purchase, participant expenses)
- Software Training
- Creative presentations (poetry recordings, exhibitions, installations, etc.)
- Transcription
- Printing and data entry costs
- Image purchase, copyright
- Indexing
- Software licences
- Shipping of research material
- Statistical consulting services
- Publication fees/subvention

## **Preparing Your Application**

If your funding request fits logically into a single research project, please use one form. If your request relates to two or more unrelated projects, please submit two (or more) forms.

Research projects will be assessed in terms of the following criteria:

- i. The specification of appropriate research question(s) or objective(s), and how well-conceived the project is in terms of previous research in the disciplinary area.
- ii. The methodology for achieving the research objectives.
- iii. A realistic timeframe for the project.
- iv. Appropriate research outputs.
- v. Appropriate well-justified budget.
- vi. Specification of how the project will develop the applicant's research career.
- vii. An evaluation of outputs from past grants.

It is important to relate your request to tangible, expected research outcomes, whenever possible including the titles of proposed books or articles and the names of target journals or publishers.

Please include a list of the publication results from your previous PBRF/Conference awards: allocation decisions will take account of the outcomes resulting from previous grants.

If you request funds for travel or accommodation, you must obtain quotes from the University's preferred provider (APX), or follow University policy for domestic or trans-Tasman travel. The committee will not release funds without approved quotes.

If your research request will impact your teaching or service obligations, you must discuss these matters with your HODA.

## Deadlines

In 2016, PBRF/conference funds are expected to be allocated in at least two funding rounds, with a possible third round dependent upon budgetary availability:

Application deadline for Round 1:	22 February 2016
Decisions for Round 1:	4 March 2016
Application deadline for Round 2:	29 July 2016
Decisions for Round 2:	12 August 2016
Application deadline for Round 3:	17 October 2016
Decisions for Round 3:	28 October 2016

Staff members are encouraged to plan their research activities for 2016 early and apply for funds as soon as possible: while historically funds have remained available throughout the year, **PBRF/conference funds are not reserved to support Round 2 or 3 activities. It is possible that all funds may be allocated in Round 1.**

Travel funded out of the 2016 PBRF/Conference budget must be completed by 31 March 2017. Please see the deadlines for expenditure below.

Retrospective applications (e.g., seeking approval and funding for a conference or research expense that has been paid out of pocket) are discouraged except under extraordinary circumstances. Staff members should plan their research and conference activities in advance, and should secure PBRF/conference funding before committing any funds. If exceptional circumstances do necessitate a retrospective application, please consult with the School Director Research. Retrospective reimbursement cannot take place at all for airfares, which must be done via APX or through the proper UOA purchasing channels (through a Faculty PCard holder).

All 2016 PBRF/conference funds must be expended in 2016. Applications must identify a terminal date for the project (e.g., the date of return to New Zealand from an overseas conference, or the date a research activity will be completed). **After the project terminal date, unspent funds may be returned to the pool and reallocated.**

**The final deadline for expending all funds is 5 December 2016**, with the exception of travel occurring after this date. For travel which will occur **between 5 December 2016 and 31 March 2017**, airfares and accommodation can be paid from the 2016 budget if they are booked and paid for no later than **5 December 2016**. (Please note: The school cannot commit to pay for expenses other than airfares and accommodation incurred on travel during this period from the 2016 budget. There may be some flexibility available for reimbursements on travel occurring in early December; staff undertaking travel at this time are asked to contact the School Director Research prior to commencing their travel).

## Questions or Appeals

Should staff members wish to appeal an award decision, they must submit a letter of appeal, stating the basis of the appeal, to the School Director (Research), who will then consult with the Head of School and with the Research Committee to consider the appeal.

If you have any questions about your application or about the PBRF/conference fund, please contact Susanna Trnka (School Director Research, [s.trnka@auckland.ac.nz](mailto:s.trnka@auckland.ac.nz)).