**Discovery Projects 2018- Travel Budget Advice**

There are three areas to budget for travel in a DP18 application- the ‘**Travel**’ and **‘Fieldwork Expenses’** headings in ‘Project Cost’, and the **‘Discovery International Award’** if you are applying for one.

**ARC Budget Limits:** **The total travel costs for your project may not exceed $50,000 over the life of the project.** Costs related to carrying out fieldwork are NOT counted towards the limit and should be requested under 'Fieldwork Expenses'. DIA requests are also excluded from the limit and will appear under a separate heading in your budget if you elect to request one.

**Important Notes:**

* Outline costs clearly, including the origins, destinations and number of days where appropriate.
* Detail each individual case of travel/fieldwork as a different line item, breaking down the costs. For example, do not group trips to separate conferences under the single heading, 'Conference Travel'.
* Travel must be essential to the project and be fully justified in the “Justification of funding requested from the ARC” section of your application.
* For pricing airfares, you can source information from online sites such as [Expedia](http://www.expedia.com.au/), [Webjet](http://www.webjet.com.au/), [Qantas](http://www.qantas.com.au/travel/airlines/home/au/en), [Virgin](http://www.virginaustralia.com/au), or for multi destination trips, a quote from a local travel agent such as [Flight Centre](http://www.flightcentre.com.au/). It is also acceptable to speak to the school administrator who normally organises travel for your school.
* The [2016/2017 ATO rates](https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/) can act as a guide for sourcing travel rates and indicate the maximum amount permitted. You should only request what you know you need in order to undertake the travel. ATO rates are primarily aimed at business travel and as such, may seem high for some destinations. Common sense should prevail and if you have experience travelling to certain areas and thus know what a realistic figure would be, this should be used in place of the ATO rates. Detail how your figures were selected in the Budget Justification- this can go to show experience undertaking similar research projects, adding to a ‘value for money’ proposition and the idea of your track record and hands-on knowledge in this research area. *(Also see ‘Notes if requesting less than the ATO/UNSW rate’).*

**NEW:** Budget items supported for Discovery Projects now include reasonable essential costs to allow a researcher who is a carer, or who themselves require care or assistance, to undertake travel essential to the Project.

General Travel (the ‘Travel’ section of the Budget)

**Examples of costs that can be included under this category:**

* Domestic and/or international airfares (economy)
* Accommodation and incidentals (per diems)
* Other travel related items (such as reasonable local travel within country – e.g. airport transfers, airport buses/trains, taxis, etc.)
* If you are requesting a Discovery International Award (DIA), you cannot repeat the same request in the general Travel section in the budget. The requests must be for different purposes (e.g. a DIA for CI/PI collaboration and general travel for a CI to attend a conference*) -see DIA section on pages 5-6.*

**The purposes for the above travel can include:**

* Conference travel *- see ‘Conference Travel’ section on page 2*
* Research collaboration- *see ‘Collaboration Travel’ section on pages 2-3*

**Who is eligible to request travel costs?**

* Funding is permitted for personnel (e.g. CIs, PIs, research support staff, Research Associates, PhD Students, other research collaborators) working on the project. Where the funding is provided by UNSW or the Partner Organisation, this would be considered a cash contribution.
* Other personnel not working on the project (such as a keynote speaker) cannot request travel funding.
* Funding is permitted for overseas-based PIs and other personnel working on your project to travel to Australia as well as destinations other than Australia (but NOT on a Discovery International Award).

Conference Travel (the ‘Travel’ section of the Budget)

Conference travel is an eligible item. You can ask for flights, accommodation, registration and a per diem. Conference travel has to be **very well justified** and informal feedback suggests international travel (particularly conference attendance) is the first place the ARC looks when reducing budgets.

Some Faculties provide a conference budget for researchers. If making use of this, it can be included in the budget table as it would be considered a cash contribution. Partner Organisations may also contribute to the costs of travel and again, this would be considered a cash contribution.

Conference Travel would also be described to a certain extent in **‘Communication of Results’** in the Project Description (outline the plans for communicating research results, including scholarly and public communication and dissemination).

**Conference Travel should appear in the budget table with** **each individual expenditure item detailed**:

*Airfares-Sydney/USA-CI (Name)-ICIAM Conference $2,800*

*Accommodation-USA-CI (Name)-6 days @ $200 per day-ICIAM Conference $1,200*

*Per Diem-USA-CI (Name)-6 days @ $120 per day-ICIAM Conference $720*

*Registration-CI (name)-ICIAM Conference $6,000*

**If requesting conference travel from the ARC, some things to make clear in your Justification include:**

* The standing of the conference
* The audience/participants of the conference
* Benefits/importance to the project in attending that particular conference
* Why actual attendance is better than a cheaper alternative that doesn’t involve travel
* What additional activities you may be able to undertake in conjunction (meeting with other experts in the research field, side-trip to a University specialising in that research area, etc.)
* Any direct publication outputs as a result of the conference (i.e. a paper) and who will receive this
* Your role in the conference and the significance of that, for example, will you be submitting a paper or presenting a poster as a way to disseminate research results?

Collaboration Travel (the ‘Travel’ section of the Budget)

Collaboration travel is for you to visit various members of your team and vice-versa. This kind of activity should be detailed in the relevant section of your **Project Description**.

* Funding is permitted for any member of your team (named and non-named personnel) working on the project.

**Collaboration Travel should appear in the budget table with** **each individual expenditure item detailed**:

*Melbourne Research Assistant - Training Visit (Airfare; Melbourne – Sydney Return)- $280*

*Melbourne Research Assistant - Training Visit (Accommodation; 4 nights @$183/night)- $732*

*Melbourne Research Assistant - Training Visit (Meals & Incidentals; 5 days @119/day)- $595*

*Airfares Brisbane/Sydney Return - PI (Name), 3 per annum @ $311= $933*

*Accommodation Sydney - PI (Name) 3 days @$225 per day = $675*

*Per diem Sydney - PI (Name) 6 days @$138 per day = $828*

**If requesting collaboration travel from the ARC, some things to make clear in your Justification include:**

* Why is the collaboration essential to the project- i.e. why are you doing it?
* Why have you chosen this method of collaboration (i.e. face to face meetings) and not another?

**Reasons for face-to-face collaboration may include:**

* Expert knowledge sharing, such as training project personnel (including PhD students) in performing specific experiments, participant surveys or lab work
* Workshopping the design of experiments
* Clarifying issues with formulation of research problems
* Reviewing analytical results
* Undertaking sub-studies
* Presentation and discussion of results
* Planning for dissemination or policy design

**If you are also using methods of collaboration that do not require travel; you can incorporate this in your Justification to show where alternatives have been utilised where appropriate, for example:**

*“Regular project planning and update meetings will be conducted via teleconference. The project team will also meet face to face once per year to undertake (project activities) and to ensure that each project activity is coherently informed by the views and experiences of the whole research team.”*

**If requesting travel for non-named personnel from the ARC,** **making an especially clear case is vital:**

* What unique expertise does this person offer that cannot be obtained locally?
* Why does this person need to travel, as opposed to other methods of interaction/collaboration?

**Example Justification for non-named personnel travel:**

*“(Name) is an essential intellect contributor for this project. She is an expert on (name specific area of expertise) and has more than (number) years’ experience managing large and multi-disciplinary projects, including collaborations with (group) to (tasks performed). It is essential, therefore, for (Name) to travel to Australia to liaise with the CIs and PIs. She has participated in multiple (similar field related to this proposal) projects in Europe and will be a crucial link in the communication between researchers and (group) involved in this project.”*

**Where measures have been taken to minimise the expense of travel for non-named personnel, this again should be detailed in the justification, for example:**

*“A request is made for the ARC to support the travel of the two external members of the Project Research Group (Name 1, Name 2) from their home institutions to Sydney in years 1 and 3. The timing of the meetings will be set so that both external participants will be able to travel to and from Sydney in a single day, avoiding the need to pay for overnight accommodation. Travel costs have been taken from the (airline) website and conform to the ARC and ATO requirements as recommended by the University. This request forms part of the (area of project) strategy that will ensure that (result of collaboration). All other travel costs will be met from the cash contributions being provided by the POs.”*

Fieldwork Travel (the ‘Fieldwork Expenses’ section of the Budget)

**What is defined as ‘Field Research’?**

‘Field Research’ means the collection of information integral to the Project outside a laboratory, library or workplace setting and often in a location external to the researcher’s normal place of employment.

If you are able to justify the necessity for the work in relation to the proposed Project, and the Administering Organisation (i.e. UNSW) can certify the work undertaken, then it can be considered as ‘Field Research’. It is at UNSW’s discretion to consider what is determined as ‘Field Research’.

The main purpose of any travel designated as Field Research must be to carry out the research, not to attend a conference or other related meetings. Fieldwork can include visiting/making use of unique/specialised facilities in Australia or overseas that are not available locally (e.g. archives or specialised libraries) for the purpose of completing your research.

**Examples of costs that can be included under this category:**

* International and domestic travel costs to the fieldwork site
* Accommodation and living costs for fieldwork
* Other fieldwork related items (e.g. technical or logistical support, car hire etc.)

**Who is eligible to request Fieldwork costs?**

* Funding is permitted for CIs, PIs and research support personnel involved in carrying out field or survey research.

***Need Support Staff?*** Research, technical and logistical support staff required to assist with field research may be requested under “Personnel” in the Budget. Salary support for these staff is an allowable item.

**Other Important Notes:**

* Where the funding for field or survey research is provided by UNSW or the Partner Organisation, this would be considered a cash contribution.
* Costs related to carrying out field research are not considered general travel and therefore the $50,000 limit on travel over the life of the project does NOT apply to these costs.

Notes if requesting less than the ATO/UNSW Rate:

If you have previous experience researching in a particular location and are confident that your accommodation and per diem rates will be below the standard ATO/UNSW rates, it is important to reference your experience when justifying the (lower) rates you have requested. This not only strengthens your case for the project being ‘value for money’, but adds to the idea of your track record and hands-on knowledge in this research area.

**For example:** *“The accommodation (10 days at $XXX per day) and per diem rates (10 days at $XXX per day) requested for my fieldwork travel to XXX are based on my extensive experience working and living in this location whilst collecting sample data for XXX, and are significantly lower than the ATO published rate of $XXX for this region.”*

Discovery International Award (DIA)

**Notes on the Discovery International Award**

* Prior to the DP16 round, was referred to as an International Collaboration Award
* You can apply for a DIA for more than 12 months (however note that CIs must spend at least 50% of their time in Australia)
* There is no cap on the funding amount that can be requested on a DIA

**Other Important Notes:**

* Costs requested as part of a DIA are not considered general travel and therefore the $50,000 limit on travel over the life of the project does NOT apply to these costs.

**What is a DIA for?**

* A DIA may be requested for up to two researchers (either CIs or PIs) per Proposal.
* The purpose of the award is to fund a CI to work overseas on the Project with an overseas based PI and/or a PI based overseas to work in Australia on the Project. Australia-based PIs are NOT eligible.
* Preference will be given to overseas-based PIs to travel to Australia for collaborative research.
* Overseas-based PIs must travel to Australia only.
* DIAs do not need to be taken in one block – a CI could request 6 months in Year 1 and 6 months in Year 2, for example.

**What does a DIA fund?**

* Travel on international return economy class airfares
* Reasonable local travel
* A living allowance (per diem) and consumables. The living allowance should be based on standard UNSW rates for international visitors (i.e. the [2016/2017 ATO rates](https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/))
* DIAs do not fund travel to Australia by PIs located at an overseas campus of an Australian Eligible Organisation.

**How is a DIA awarded?**

* DIAs will only be awarded as a Special Condition, so requests need to be fully justified against conducting the project in the Project Description.
* If a DIA request is not fully justified, the ARC may decide the justification does not warrant the full award of funds in the request, or none at all.

**Important issues to be aware of when considering a DIA request:**

DIAs are a difficult budget item to request because of the balance required in pitching the justification.  On one hand, you have to argue that the face-to-face collaboration is paramount and that it is necessary to spend an extended period of time working overseas on the Project in order for the DIA to be awarded.  Yet, if your proposal hangs on the DIA being successful and the ARC decide not to award the DIA (because the funding for these are limited) but your project was essentially worth awarding, there may be concern that the removal of the DIA makes the project unviable.

Requesting a DIA can also make it difficult to request general travel budget items (except perhaps for conference travel) in addition to the DIA, as requests cannot be repeated. Again, if your project is funded but not the DIA, you may be left with limited budget for travel to meet with collaborators.

In addition, the minimum ARC request of $30,000 per year must be taken into account. If your budget in any given year would be less than $30,000 without the DIA request, than if the DIA is not awarded, the total request for the year will be under the minimum amount and the project will become ineligible.

**Approaching your DIA Justification:**

When making a case for a DIA, it is important to show that there is real substance to the international relationship; that it is meaningful and already in existence. You would need to show ‘evidence’ such as joint publications or details of things you have already done together. The idea is to make an existing relationship more viable – that a DIA will deepen the relationship further and produce not just the project outputs but a benefit beyond the project itself.

Requests for DIAs must fully demonstrate how the award will assist researchers to collaborate on the project and justify the reason for the length requested in the **Justification of Funding Requested from the ARC.**

**If you decide to proceed with a DIA, the Research Strategy and Partnerships Office will be able to assist with framing the argument/justification- email** [**dp.rso@unsw.edu.au**](mailto:dp.rso@unsw.edu.au) **as early as possible.**