



ARC Centre of Excellence for  
All Sky Astrophysics in 3 Dimensions

# Conference and Workshop Funding Policy

## OVERVIEW

The ARC Centre of Excellence for All Sky Astrophysics in 3 Dimensions (ASTRO 3D) is a Research Centre of Excellence funded over 7 years by a \$30.3 million grant from the Australian Research Council (ARC) and supported by nine collaborating Australian universities.

The Centre will ultimately produce a comprehensive picture of the evolution of matter, the chemical elements, and energy in the Universe from shortly after the Big Bang to the present day. ASTRO 3D merges world-leading Australian and international optical, infrared and radio telescope technologies with sophisticated theoretical simulations and ambitious new big data analysis techniques to open a new realm in astrophysics - a 3D understanding of the origins of the Universe and our place within it. Through the Centre, the next generation of scientific leaders will be trained within a cohesive, national and international framework that includes cutting edge science and data intensive infrastructure, highly successful nationwide and worldwide collaborations, leading equity and diversity programs, and large-scale public education and outreach programs.

## SCOPE

This Policy applies to all funding requests to ASTRO 3D. No funding or sponsorship should be provided outside the scope of this Policy.

## RELATED DOCUMENTS

- Equity and Diversity Policy

## POLICY

### 1. CALL FOR PROPOSALS

- a) ASTRO 3D will consider proposals to provide funding for conferences, workshops, training programs and busy weeks, also generically referred to as meetings in this Policy. This may be sponsorship for external events or funding for internally run meetings.
- b) A call will be made once per year in November, for meetings in the following two calendar years, with a 31 March deadline for applications.
- c) Subject to budget availability, additional calls may be made for small workshops at other times during a calendar year. To ensure the best use of the ASTRO 3D funding, ad hoc requests for funding will not normally be considered.

### 2. APPLICATIONS FOR FUNDING

Applications for funding must be made on the online form (See ATTACHMENT A) and include a summary of the conference, workshop or busy week, a proposed agenda or meeting schedule and a list of proposed or confirmed invited, keynote and other targeted speakers. Applications close on 31 March each year.

### 3. APPROVAL PROCESS

Funding proposals will be determined by the Executive Management Committee at its April or May meeting each year.

### 4. OTHER WORKSHOPS

The Director may consider requests to use discretionary funds to sponsor meetings that may not support the ASTRO 3D research strategy or science goals, but which support other strategic goals such as gender equity or PhD and early career researcher training.

## 5. FUNDING CRITERIA

	External Sponsorship Proposals	Internal Funding Proposals
Agenda	The agenda must broadly align with ASTRO 3D objectives.	The agenda must align with the ASTRO 3D research strategy and science goals
Gender balance	The proposal must demonstrate a commitment to gender balance in the agenda eg 50% female speakers	Meetings must demonstrate gender balance, in alignment with the ASTRO 3D gender equity policy and KPIs. This includes at least 50% female speakers and at least 50% female contributed, invited, review and keynote talks.
Child care	Must offer childcare to attendees.	Meetings must offer either on-site childcare facilities or pre-arranged placement with facilities near the conference venue.
Amount of funding	ASTRO 3D will not consider funding proposals for 100% of the meeting costs.	ASTRO 3D will consider funding proposals for up to 100% of the meeting costs, but organisers are strongly encouraged to seek external funding sources.
Type of funding	Funding will be provided in “cash” only. In-kind support will not be considered, although some outreach activity may be run by ASTRO 3D concurrently if considered of value to the Centre’s objectives.	<ul style="list-style-type: none"> <li>Funding will generally be provided in “cash”, however, in-kind support from professional staff to assist with the administration or logistics of the meeting may be considered at the discretion of the COO. Details including the level of commitment (eg no of hours, estimated value) must be included in the application.</li> <li>Funding may be considered for specific items, as agreed with, or specified by, the Director. These items may include, but are not limited to, programs to support student or early career researcher education and career development, sponsorship of special guest speakers to meet gender equity KPIs, childcare programs or promotion of meetings in media and on-line.</li> </ul>
Acknowledgement	<ul style="list-style-type: none"> <li>If ASTRO 3D is the primary or only sponsor of a meeting, funding will be conditional on the granting of naming rights.</li> <li>If ASTRO 3D is not the primary sponsor, then ASTRO 3D should be clearly displayed as a sponsor in all meeting collateral and correspondence including agendas, conference papers, emails, posters, related websites and social media.</li> </ul>	<ul style="list-style-type: none"> <li>ASTRO 3D should be clearly displayed in all meeting collateral and correspondence including agendas, conference papers, emails, posters, related websites and social media.</li> <li>ASTRO 3D must be acknowledged in any research that comes out of the meeting and KPIs must be reported to ASTRO 3D.</li> </ul>
Post meeting report	A brief report on the outcomes of the meeting, including photographs, is required within 30 days after the conclusion of the meeting. The report must include statistics on the gender balance achieved for speakers and attendees.	A brief report on the outcomes of the meeting, including photographs, is required within 30 days after the conclusion of the meeting. The report must include statistics on the gender balance achieved with Scientific and Local Organising Committees, Speakers, Chairs and attendees.



## Conferences and Workshops Funding 2020

ASTRO 3D will consider proposals to provide funding for conferences, workshops, training programs and busy weeks, also generically referred to as meetings in the Policy.

### Applicant details

**Applicant(s) name(s) \***

**Contact email \***

**Type of funding \***

Internal Funding - A3D members applying for Funding

External Sponsorship - Non A3D members applying for Funding

☐ Internal funding ☐ External sponsorship

**Organisation (external sponsorship only)**

If you are applying for external sponsorship (ie: you are not part of ASTRO 3D) please tell us the name of your organisation.

### Conference/Workshop Details

**Name of conference or workshop \***

**Type of event \***

**Proposed dates \***

**Proposed location \***

**Project/Survey(s) - Internal funding only**

Please list the ASTRO 3D project/survey(s) this event relates to:

- \* Genesis Simulations
- \* Data Intensive Astronomy
- \* MWA EoR Survey
- \* First Stars
- \* First Galaxies
- \* Galaxy Evolution
- \* ASKAP Surveys (please specify)
- \* SAMI/HECTOR Survey
- \* GALAH

**Description of event \***

(Please limit your response to 250 words)

**Proposed agenda or meeting schedule \***

Please fill the box or attach below.

The agenda of the meeting must align with the ASTRO 3D research strategy and science goals.

## Childcare offered \*

Conferences/workshops funded by ASTRO 3D must offer either on-site childcare facilities or pre-arranged placement with childcare facilities near the conference venue.

☐ Yes ☐ No

## Speakers \*

Proposed or confirmed invited keynote and other targeted speakers.

Please note that the Policy requires at least 50% female speakers and at least 50% female contributed, invited, review and keynote talks.

Please indicate gender of speakers.

## File Attachments

Please attach proposed agenda or other information.

Drag and drop files here or [browse files](#)

## Funding requested

Please note - in-kind support will be considered for internal funding

## Is ASTRO 3D the primary sponsor? \*

☐ Yes ☐ No ☐ Not known at this stage

## Amount of ASTRO 3D funding request \*

Funding will be provided in "cash" only. In-kind support will not be considered.

## Additional external funding (if applicable)

ASTRO 3D will consider funding proposals for up to 100% of the meeting costs, but organisers are strongly encouraged to seek additional external funding sources.

## Funding for specific items (if applicable)

Funding may be considered for specific items, as agreed with, or specified by, the Director. These items may include, but are not limited to, programs to support student or early career researcher education and career development, sponsorship of special guest speakers to meet gender equity KPIs, childcare programs or promotion of meetings in media and on-line.