



ARC Centre of Excellence for
All Sky Astrophysics in 3 Dimensions

Visitor 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 Visitors funded by ASTRO 3D.

RELATED DOCUMENTS

- Code of Conduct
- Membership Policy
- Equity and Diversity Policy
- Publication Policy

POLICY

1) TYPES OF VISITORS

There are two types of ASTRO 3D Visitors - ASTRO 3D Science Visitors and ASTRO 3D Distinguished Visitors.

a) ASTRO 3D SCIENCE VISITORS

i) Visitor Criteria

- The Visitor may be a scientist at any level.
- The Visitor may visit one or more nodes or partner institutions to further ASTRO 3D science. Multiple node or partner institution visits are strongly encouraged.
- The Visitor must be hosted by an ASTRO 3D CI, PI or AI.

ii) Funding

ASTRO 3D Science visitors may be funded from the node budget for travel and visitor support and the application must be supported by the Node Leader. If funds are being requested from additional nodes, evidence must be provided in the application (e.g. email) that each the Node Leader has approved the funding requested.

For those Science Visitors who will be visiting partner institutions, central funds may be requested to help cover those costs. All nominators are encouraged to draw from funds from multiple sources.

iii) Call for Nominations

Applications can be lodged on-line at any time throughout the year. However, ASTRO 3D Science Visitor Nominations will only be considered by the Executive Management Committee twice per year:

- Once in May, for those applications submitted by 30 April for visitors proposed between July and December in the current calendar year; and
- Again in November, for those applications submitted by 31 October for visitors proposed between January and June in the following calendar year.

b) **ASTRO 3D DISTINGUISHED VISITORS**

i) Visitor Criteria

- The Visitor must be an international scientist with a distinguished track record in astronomy.
- The period of the visit will be more than 3 weeks and less than 6 months.
- The Visitor must visit more than one ASTRO 3D node or partner institution during visit period.
- There must be significant benefit to the overall science goals of ASTRO 3D.

ii) Funding

Distinguished Visitors may be funded by the individual nodes. Central funds (from the Director's Strategic Development Fund) may also be requested up to 50% of the visit cost. Access to central and node funds are subject to availability. All nominators are encouraged to draw funds from multiple sources.

iii) Call for Nominations

Applications can be lodged on line at any time throughout the year, however, ASTRO 3D Distinguished Visitor nominations will only be considered by the Executive Management Committee once per year in November, for those applications submitted by 31 October for visitors proposed between January and December in the following calendar year.

2) **APPLICATIONS**

All Visitor Funding Applications must be submitted using the on line form available on the intranet. The Form cannot be saved on line so all the required information should be collected prior to starting the on line application process – see further ATTACHMENT A.

The application would normally be completed and submitted by the Nominator and **must** include a scanned copy of the Visitor Consent Form at ATTACHMENT B, as well as a detailed budget for the visit with at least the following information.

	\$ Requested from node funds (provide details by node)	\$ Requested from ASTRO 3D central funds	\$ Provided from other sources	Comments
International Flights				
Domestic flights				
Ground Transport				
Accommodation and meals				
Other (include details)				

3) **APPROVAL PROCESS**

- The Node Leader may approve applications of \$1,500 or less if they are to be funded only by that node. The Node Leader should ensure that gender balance has been considered as part of the approval process.
- All other applications must be approved by the Executive Management Committee (EMC), based on the Centre science and budget availability.

- c) The EMC will assess how the visitor's science fits within the overall science currently being undertaken by the Centre and will assess gender balance amongst all Centre visitors. The EMC may recommend visits to other nodes or partner organisations if it would significantly benefit the overall Centre science. In the case of Distinguished Visitors, preference will be given to visitors who will visit multiple nodes and/or interact with investigators win multiple Centre surveys/projects.
- d) The approval process is detailed in the flowchart at ATTACHMENT C.

4) VISITOR SUPPORT

In hosting a Visitor, an ASTRO 3D node must provide office space, a computer and access to all the required research tools such as databases and library assistance.

5) VISITOR DELIVERABLES

The Visitor will be expected to follow all ASTRO 3D policies, including the Code of Conduct, and participate in ASTRO 3D activities as requested by the EMC, SMC or node leader - e.g. giving seminars/colloquia, working with students or contributing to education & outreach activities. Publications and results produced as part of a Visitor's time with ASTRO 3D (even if developed after their Visitor period ends) must give credit to ASTRO 3D and follow the ASTRO 3D Publication Policy. Visitors must agree in advance to provide KPIs/outputs that result from their visit.

This policy is current at 18 March 2019



Visitor Nomination Form - April 2019 Call

Use this form to nominate Science and Distinguished Visitors.

Type of Visitor being nominated

Type of Visitor

Visitor Details

Title *

Given Name(s) *

Surname *

Gender *

Visitor's Institution and Country *

Telephone (work)

Telephone (mobile) *

Visitor's email *

Twitter handle

Project Details

Proposed Project

Please include the ASTRO 3D Thread/Theme and Project/Survey, the benefit of the Visitor to ASTRO 3D and any collaborations. Type below or attach a separate file in the File Uploads.

Project/Survey

☐ SAMI ☐ Galah ☐ first stars ☐ first galaxies

Supporting Information

Please include background information on the Visitor, the capabilities and experience they will bring to ASTRO 3D. Type below or attach a separate file in the File Uploads.

Detailed Visit Schedule

Please include proposed dates of visits to multiple nodes and institutions. Type below or attach a separate file in the File Uploads.

Upload *

REQUIRED ATTACHMENTS - The application MUST include:

1) a detailed breakdown of proposed expenditure (as described in the Visitor Policy) by the source of funds ie: Node, ASTRO 3D Central or Other for:

- *International flights;
- *Domestic flights;
- *Accommodation and meals;
- *Ground travel; and
- *Other

2) Visitor Consent Form (attached to Visitor Policy)

OPTIONAL ATTACHMENTS - any other supporting documentation

file name Upload

ASTRO 3D funds requested *

Please select the appropriate option

Nominator Details

Name of nominator

Email of Nominator *

Please type the email address of the person nominating the Visitor

Node Leader or Centre Director *

This Visitor Nomination Form will be forwarded to the appropriate Node Leader or the Centre Director (for non-node nominations) for consideration.

Date *

☐ Send me a copy of my responses

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VISITOR CONSENT FORM

TO BE SIGNED BY THE PROPOSED VISITOR AND UPLOADED AS AN ATTACHMENT TO THE VISITOR FUNDING APPLICATION

APPLICATION CONSENT

By signing below you are consenting to the Visitor Funding Application to which this Form is attached being lodged on your behalf and acknowledging the details of the funding being applied for from ASTRO 3D.

PRIVACY POLICY

Your personal information will only be used for the purposes for which it was collected or as otherwise permitted by law. We respect your right to determine how your personal information is used or disclosed.

At all times, we are required to ensure your details are treated with the utmost confidentiality. Your records are very important and we will take all steps necessary to ensure they remain confidential.

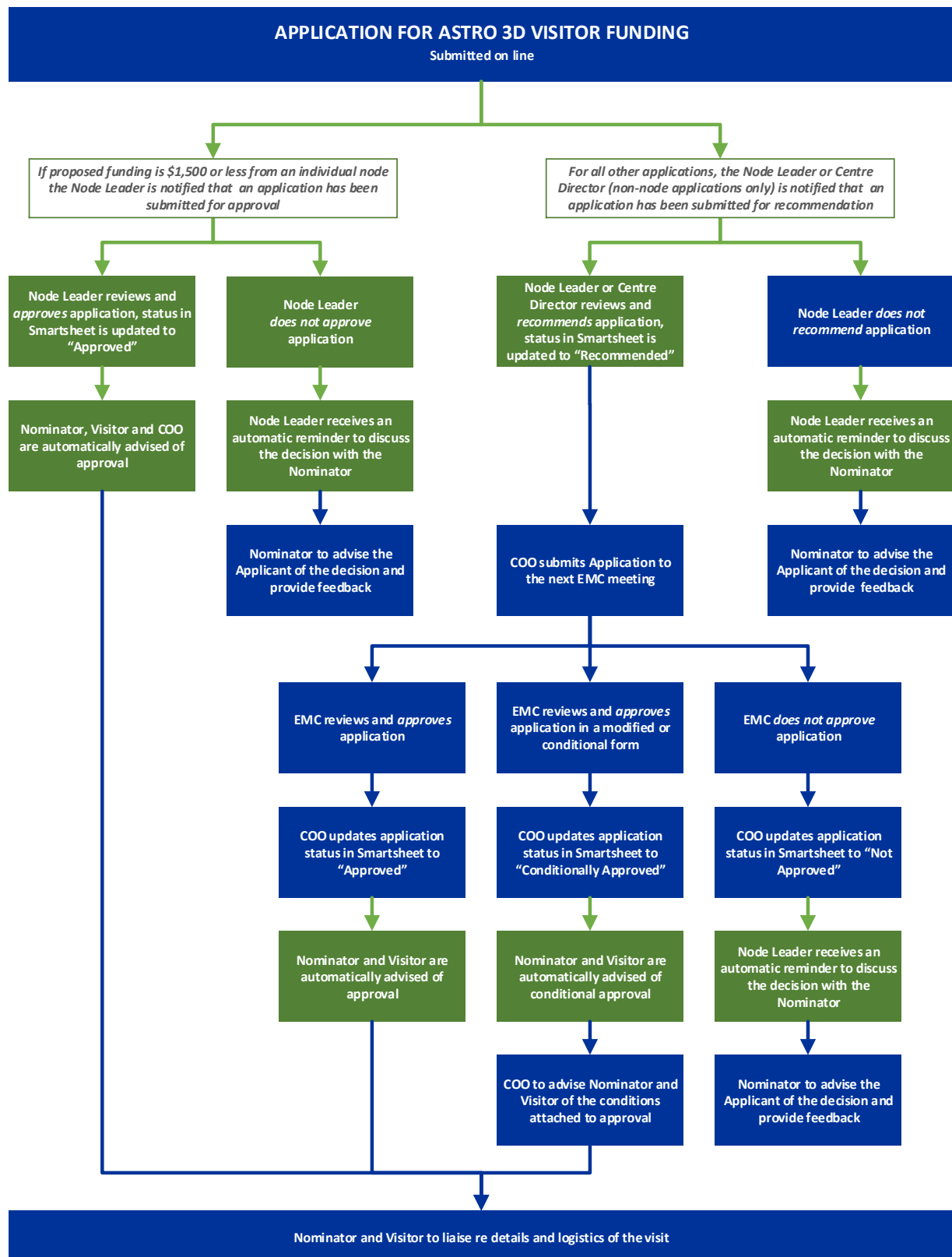
By signing below, you:

- 1) are giving permission for the collection, use and disclosure of your personal information obtained by ASTRO 3D for the purpose of receiving regular e-newsletters, invitations and marketing material considered relevant;
- 2) are acknowledging that your personal information will be provided to allow the above actions to be undertaken; and
- 3) agree to contribute to ASTRO 3D's goals and key performance indicators, adhere to relevant policies, report outputs and activities relevant to ASTRO 3D as requested, and participate in the ASTRO 3D activities as required.

Signature _____

Name _____

Date _____



= automated process
 = manual process