



Department
of Industry

NSW RESEARCH ATTRACTION AND ACCELERATION PROGRAM

CONFERENCE SPONSORSHIP PROGRAM

Guidelines for Applicants

OCTOBER 2018

1. Program Purpose

- a. The NSW Government has established the Research Attraction and Acceleration Program (RAAP) to support innovation and continued investment in NSW research and development.

The RAAP is administered by the NSW Office of the Chief Scientist & Engineer (OCSE) within the NSW Department of Industry, Skills and Regional Development ('The Department').

The Conference Sponsorship Program is an initiative of OCSE which provides – on a competitive basis – funding support for research conferences to be held in NSW in areas of relevance to the NSW Premier's Priorities (document can be found here: <https://www.nsw.gov.au/premiers-priorities>)

2. Funding

- a. Funding from the RAAP will take the form of a cash contribution following the execution of an agreement between the applicant and The Department.
- b. Funds can be expended on any aspect of conference organisation occurring in NSW.
- c. The total funding pool is \$150,000. Each successful applicant will receive up to \$10,000, depending on the quality and quantity of applications received.

3. Eligibility Criteria

- a. Sponsorship grants will be available for scientific conferences to be held between January and December 2019.
- b. A conference for the purpose of this grant is defined as a formal meeting of various people, including researchers, industry and government representatives, and students, whose primary purpose is to share knowledge and collaborate on a particular scientific topic.
- c. The conference must take place in NSW.
- d. The applicant must be a NSW public sector research institution or from the NSW communities sector. This includes:
 - i. Non-profit organisations incorporated under the Cooperations Act 2001(Cth) as applied in NSW
 - ii. Community groups
 - iii. Universities
 - iv. Government associations
- e. The research area of the conference must fall into one of the following categories:
 - i. Mathematical, information and computing sciences
 - ii. Physical, chemical and earth sciences
 - iii. Engineering, environmental sciences and renewable energy
 - iv. Biological and biotechnological sciences

4. Selection Criteria

- a. Applications will be ranked and preference given according to the criteria outlined below. The application form seeks responses to these criteria:
 - i. Ability to demonstrate the necessity for funding through a budget breakdown
 - ii. Ability to prove benefits of the fund and the value it will add to the conference including sponsorship package benefits to The Department (i.e. recognition or sponsor benefits that The Department will receive upon award of the grant)
 - iii. Conference benefits to the community and economy including research, scale, number of attendees (including interstate and international)
 - iv. Alignment with NSW Premier's Priorities

5. Application Process

- a. Applications close **COB FRIDAY 9 NOVEMBER 2018**.
- b. Submit an electronic application form to raap.grants@industry.nsw.gov.au
- c. The Conference Sponsorship Program Application Form is available in electronic form at: www.chiefscientist.nsw.gov.au/investing-in-science/conference-sponsorship-program
- d. Questions outlined in the application form must be answered. If they are not applicable, please indicate.
- e. Applicants should clearly identify in their application any information that the applicant requests be treated as confidential.
- f. The application must be signed by at least one of the conference organisers.
- g. All eligible applicants will be assessed on merit against the selection criteria. However The Department, in its discretion, may choose not to award or recommend funding to applicants under the CSP.
- h. Short extensions to the deadlines may be given only in extenuating circumstances and requests must be received by close of business on **MONDAY 5 NOVEMBER 2018**. A request for an extension, explaining the need for and length of the extension, should be submitted in writing to:

Ella Rasmussen
Project Officer
Office of the Chief Scientist & Engineer
ella.rasmussen@chiefscientist.nsw.gov.au / 02 9338 6617

6. Important Dates

Monday 15 October 2018:	Round opens
Friday 9 November 2018:	Round closes
Early December 2018:	Applicants will be notified of outcome

7. Sponsorship Agreements and Reporting Requirements

- a. All applicants that are successful under the Conference Sponsorship Program, and who accept the offer of a grant will be required to enter into a sponsorship agreement with the Department relating to the grant. The agreement will specify obligations that relate primarily to the recipient's accountability for the grant, including using the grant for activities occurring in NSW, the return of any unspent grant funds, and reporting on the use of the grant.
- b. The agreement must be signed by at least one of the conference organisers or a relevant representative from the institution responsible for organising the conference.

8. Discretionary funding

- a. The Office of the NSW Chief Scientist & Engineer reserves the right to support research conferences and/or workshops outside of this competitive grants round.
- b. This RAAP funding would be provided at the sole discretion of OCSE, and conditional on there being strong evidence the conference/workshop would deliver economic, environmental, social and/or technological benefits to New South Wales, and that it aligns with the NSW Premier's Priorities.