

THE AUSTRALIAN NATIONAL UNIVERSITY

ANU COLLEGE OF BUSINESS & ECONOMICS

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### Requests for Funding Assistance: Outreach/Extension Activities

The ANU College of Business and Economics (CBE) seeks to advance knowledge through high quality teaching and research in the closely related areas of accounting, actuarial studies, business information systems, econometrics, economic history, economics, finance, international business, management, marketing and statistics. It endeavours to do this through the provision of a range of undergraduate and graduate programs, and through its research, publications and contributions to the associated professions, economics, commerce, industry and government.

From January 2006, the outreach activities of the former NIEB (National Institute of Economics and Business) were incorporated into the operations of the ANU College of Business and Economics Marketing and Development Office. The College will continue and develop NIEB's outreach work for the benefit of all areas across ANU involved in economics and business and profile these areas to the wider community.

The CBE now calls for proposals for Outreach Funding Assistance for 2007.

The main objectives of this outreach funding-assistance program are:

- To profile the ANU in the areas of business and economics
- To raise awareness, understanding and develop collaborative outreach activities with ANU researchers in new and emerging issues in economics and business
- To help support activities in cutting-edge business and economic issues
- To involve the wider ANU community and the general public
- To serve as an open forum for debate on issues relevant to economics and business.

Proposals for outreach funding assistance will be considered on their merits by the Convener and Dean of the ANU College of Business and Economics and for ultimate approval by the College Outreach Funding Committee.

The ANU College of Business and Economics is not a grant-awarding body and should not be seen as taking the place of traditional sources of funding which are currently available to ANU academics. Rather, it aims to promote and support existing activities in ways which fall within the College's mission and guiding values.

Who is Eligible to submit a proposal?

Any member of the ANU academic staff who identifies with the disciplines of accounting, actuarial studies, business information systems, economic history, economics, finance, international business, management, marketing and statistics may submit a proposal. Proposals may be prepared jointly with other organisations. Proposals may come from ANU staff outside CBE.

How much Funding and for how long?

Funding assistance may be granted up to \$9,000 subject to the quality of proposed content of submission and its potential to attract public interest. Funds are allocated for a particular year and cannot be carried forward to subsequent year, i.e. funds that are not used and claimed in 2007 will be returned to the central pool. Recipients are eligible to apply for subsequent funding and will be considered competitively against other proposals.

## Conditions of funding

1. Funds will be held centrally by the ANU College of Business and Economics until after the activity has occurred. Local areas will need to underwrite up-front expenses incurred by the event/activity.
2. A report detailing the event outcomes, expenditures incurred and a reconciliation of these expenditures with the proposed budget is to be submitted by the applicant to the College Marketing and Development Office following the activity. On receipt of the report and reconciliation, funds will be transferred to the nominated area.
3. Funding allocations will not be carried forward. Funds allocated for 2007 that are not used and claimed in 2007 will be returned to the central pool. Re-submission of a proposal will be required if funding is sought in subsequent years and this will be considered competitively by a panel against all other proposals.
4. The ANU College of Business and Economics' support is to be acknowledged in all advertising materials for events.
5. Secretariat services for the activity can be provided by the ANU College of Business and Economics on an additional fee for service basis.

## What is required in the Proposal?

Proposals should include the following:

- Applicant(s) details (include external sponsors if appropriate)
- Project Co-ordinator
- Phone
- Email
- Name, type of activity and project title
- Proposed date(s) and venue(s) for the activity
- Rationale/goal
- List of proposed participants
- Target Group(s)
- Deliverables
- Indicative budget and time line
- Contribution from other sources
- Outcomes, including proposed publicity and publications
- Funds sought

## Criteria

The following broad criteria will be applied when assessing proposals for funding assistance:

- Benefits of outcome to ANU research or teaching programs
- Potential to attract ANU wider community and public interest
- Enhance the profile of ANU in economics and business
- Provide a forum for public debate in business and economics disciplines
- Proposal satisfies the objectives of the CBE outreach funding assistance program.

Typical examples of what will be considered for funding:

- Travel/expenses for non ANU conference presenters
- Room/venue hire
- Printing and advertising costs
- Catering costs (FBT implications should be considered in the budget for funding)
- Postage costs.

## Applications for airfares/accommodation

The primary mission of the ANU College of Business and Economics is to showcase ANU research and courses in business and economics. A limit of up to \$1,000 per individual application is imposed for proposals requesting assistance to transport and accommodate prominent speakers from interstate and overseas to existing ANU activities.

Funding is not intended to provide a travel or conference attendance fund for ANU staff.

What will not be funded:

- o Travel for individual ANU staff members
- o Conference/other fees for individual ANU staff members
- o Funds to support specific research projects by ANU staff either individually or as a team
- o Secretariat services for conferences or events.

## Reporting Requirements

For all funds granted by the College, the following acquittal requirements must be met:

- o A summary of expenditure is required within two months of the activity;
- o For conferences, symposia and forums, those granted funding must keep the College informed about the progress of any resulting publication to facilitate its representation in the College website and its publications;
- o Where catering is provided, a completed FBT Report is required;
- o Where approved funding remains unexpended as at 30 June, the College must be kept informed of progress towards expected commitment. In addition, follow-up information describing activities or proposals not developed within the year will be solicited;
- o The College should be named prominently amongst the sponsors of events and the ANU College of Business and Economics banner should be displayed.

It is imperative that all fund recipients file a timely and thorough report.

## Deadline for Application Submission

Submission Close	COB 29 September 2006
Notification of Outcome	30 October 2006
Funded Projects to be completed	31 December 2007

All materials for each application must be received by the close of business on 29 September 2006. Upon successful delivery of the submission, a confirmation email will be sent to you. If you do not receive confirmation, please contact Bella Basilides on Ext 56726. Successful applicants will be announced on 30 October 2006. (Please note that the College Outreach Funding Assistance Committee timeframes does not allow for any extension beyond this date and funding cannot be applied for on an ad hoc basis throughout the year).

Formal submission should be forwarded to [Bella.Basilides@anu.edu.au](mailto:Bella.Basilides@anu.edu.au)

Enquiries:

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