

School of Mathematics and Physics

Research Conference Fund (RCF) Policy

Aims

To effectively enhance the school's external research profile, and to promote the dissemination of research, the School of Mathematics and Physics offers the Research Conference Fund (RCF), building upon and adapting the framework of the University's Academic Enhancement Fund (AEF). The RCF is designed to support research-active academic staff in attending research conferences held within China or abroad, that are related to the primary and secondary research areas of the academic staff.

Budget

The school will normally allocate a maximum of 20,000 RMB per academic staff member per academic year (from 1 September to 31 August). Note that funding is neither automatic nor guaranteed.

If an RCF application is approved, the staff must adhere to the budget proposed in the application. Applications will be assessed on an individual basis, based on the principles/criteria listed below.

Principles/Criteria

1) Appropriateness of Selected Conferences

An appropriate conference must have a clear academic mandate, is likely to be internationally prestigious, and is organized by a reputable and internationally-significant body or organization.

2) Research Performance

The applicant must be "Research Active", as defined in the school policy. The application is evaluated based on the previous research outputs of the academic staff.

3) Presentation and/or Paper Requirement

Under normal circumstances, it is expected that staff gives a presentation at the conference, and that the staff contributes to a paper for the conference proceedings (where this does not compromise subsequent publication in a peer-reviewed academic journal). Participation in conferences without presentation of results will normally not be supported.

4) Priority of Support

The following situations will have priority, when an RCF application is made:

- a) Top-ranking or world-wide recognized conferences/workshops in the related discipline;
- b) Keynote speech for reputable conferences/workshops;
- c) Early-career staff;
- d) Staff who recently onboarded.
- e) Staff who have demonstrated significant efforts to obtain external research funds.
- f) Staff who recently received a high PDR evaluation for Research and Impact.

Application Process

- Applicants should normally submit their RCF application at least one month before the start of the conference or workshop. Staff are strongly encouraged to submit their applications earlier.
- When applying for the RCF, the applicant must clearly indicate that the paper has been accepted by the conference/workshop, or confirm that they will deliver a presentation at the event. In circumstances where paper submission and/or an oral presentation are not possible, academic staff may still be considered for special approval.
- The applicant submits their application using the designated application form on the XJTLU Intranet: **"SMP RCF Application Form"**. This form is available on the XJTLU Intranet under "Online Forms".
- The application will subsequently be reviewed by Head of Department, the Associate Dean for Research, and the School Dean.
- Feedback will be provided to the applicant when an RCF application is rejected.

Research Leave and Reimbursements

- After the RCF application has been fully approved on the Intranet, staff must apply for research leave in the X-HR system, and create a Travel Request in the Expense Control System. The PDF version of the approved "SMP RCF Application Form" must be attached to each application in the X-HR system and the ECS system.
- The reimbursement request must normally be submitted within one week after the conference has ended. The budget code for the RCF is **10 26-Academic Enhancement Fund**, and the budget unit is **School of Mathematics and Physics**.

APPROVAL AND REVISION LOG

Date	Approval	Description
30 November, 2022	SRC	Approved
13 February, 2023	SSMT	Approved
12 December, 2024	SSMT	Updated the Application Process session; Added Principles/Criteria session; All changes were approved in the meeting.
9 October, 2025	SSMT	Language improvements, clarifications, and minor updates.
4 December 2025	SSMT	Priority support section updated. Language improvements.