

FACULTY OF MEDICINE, NURSING AND HEALTH SCIENCES

GENDER EQUITY TRAVEL SUPPORT GRANT

FMNHS Gender Equity Travel Support Grant Guidelines

Overview

Monash University has a long-standing commitment to gender equity and diversity and to increasing the representation of women in senior academic roles. The *FMNHS Gender Equity Travel Support* grants are intended to enable female academic staff at Monash University with primary carer responsibilities (of children up to 18 years of age, aged parents, immediate family members requiring care, etc.) to enhance their research careers by providing them with financial assistance to attend and participate in prestigious national and/or international conferences, workshops or symposia associated with and essential to their research programs.

The *FMNHS Gender Equity Travel Support* grants are dedicated to funding **additional** costs associated with time away for the person who is being cared for. The grants are not a substitute for existing care costs and do not cover the usual costs of the actual professional development (i.e., travel expenses, conference registration). The organisational unit or staff member will be expected to meet these costs through normal arrangements.

While there are also men who carry significant and sustained caring responsibilities, these grants acknowledge that caring responsibilities are often associated with women and that the under-representation of women at senior academic levels can be connected to the ongoing tension many women experience between caring responsibilities and career advancement.

Eligibility

Applicants must be:

- A female academic staff member (Levels A - C) with an ongoing appointment, or an employment contract expiring no earlier than 31 December, 2016.
- In a Teaching and Research, Research only, or Education focused role (including Post-doctoral fellows)
- Full time or part-time
- Attending a national or international conference, workshop or symposia associated with and essential to the research or teaching program of the applicant
- A primary care-giver

*(Adjunct staff, Postgraduate students, casual staff, professional staff and technical staff are **not eligible** to apply.)*

Definition of Primary Carer Responsibilities

The definition of primary carer responsibilities is where a staff member has the primary and sustained responsibility for the care of a dependent family member including:

- Children up to 18 years of age
- Elderly parents or other relatives
- Offspring or relatives with a disability

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Financial Assistance

Three grants are available for **extraordinary carer support costs** up to the **maximum of:**

\$1,000 + FBT: for conference attendance overseas or within Australia.

Each recipient can use **up to the award amount** to cover 'extraordinary carer costs' associated with attending and/or participating in prestigious national and/or international conferences, workshops or symposia associated with and essential to a research program.

These funds cannot be used for normal care costs but are available for **additional care costs** associated with time away from the person/s who is being cared for. Such costs can include:

- Airfare for a child so that he/she can attend a conference with the mother
- Airfare for grandmother or other relative to care for a child at home while the mother is away
- Before and after school care for children while the mother is away
- Employment of a carer for an aged parent while daughter is attending a conference

Please note that any funds used for extraordinary carer costs will incur Fringe Benefit Tax (FBT). The percentage added for FBT is 96% for GST inclusive expenses and 87% for GST exclusive expenses and this will be covered by the Faculty grant.

Individuals are eligible for one grant.

Application Schedule

Applications for funding are called for once a year.

Applications Due	Dates for Activity	Notification
11 th April 2016	May – 22 nd December 2015	April 2015

Assessment Criteria

The following criteria will be considered when applications are being assessed and prioritised for funding:

- Benefit to the individual's research or teaching career
- Whether the applicant has been invited to present a keynote address
- Whether an abstract/paper has been accepted for presentation at the meeting
- Previous national and international conference participation
- Previous funding received under Monash University's *Advancing Women's Research Success* grants
- Previous funding received under the Faculty's *Teaching and Learning Travel grants* program
- Previous funding received under the Faculty's *Gender Equity Travel Support* grants

Applicants must provide the following information:

- Rationale outlining nature of participation in the conference
- Specific dates for the conference
- Recommendation and signature of the Head of School on the form provided
- Rationale justifying the application for carer support which includes usual and extraordinary care arrangements and detailing why particular costs are necessary.

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Assessment Committee

Applications for financial assistance from the *FMNHS Gender Equity Travel Support* grants will be determined by an Assessment Committee comprising:

1. Chairperson of the FMNHS Diversity & Inclusion Committee
2. A senior academic nominated from the FMNHS Diversity & Inclusion Committee
3. The FMNHS Manager, and
4. Nominee from Faculty Research Committee.

Additional Information

- Conditional approval for support may be considered in the case where an abstract or paper has been submitted but confirmation of participation has not been received. In this case, the applicant will be required to advise the Assessment Committee when notification of acceptance is received.
- Successful applicants will be notified of the decision by email.
- Applications received after conference participation will not be considered.
- Applicants must declare any potential conflict of interest (such as when the substitute carer is another Monash employee).

Reimbursement

Grant recipients will be reimbursed for approved extraordinary carer costs on return from the conference. **Original receipt/tax invoice must be provided** to acquit the grant and release payment up to the value awarded.

Application Process

- Applicants must download and complete the *FMNHS Gender Equity Travel Support Grant Application Form* available from the FMNHS Social Inclusion website.
- Applications must be submitted via email to: dunja.licina@monash.edu the due date outlined above.
- Late, incomplete or handwritten applications will not be accepted.

Alternative travel arrangements

If unforeseen circumstances prevent an awardee from either attending the approved conference, the Chairperson of the FMNHS Diversity & Inclusion committee or the Director of the FMNHS may approve the use of the travel support grant monies for attendance at an alternative conference of equivalent status and relevance.

Further Information

Please direct all enquiries regarding the *FMNHS Gender Equity Travel Support Grants* to:

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Chairperson, FMNHS Diversity & Inclusion
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