



GUIDELINES FOR GRANT APPLICANTS

Eligible persons are invited to submit an application
for the 2018 Advancing Women's Research Success Grant.

Closing date: Monday 11 December 2017, 5pm

[Online application form](#)

CONTENTS

Introduction.....	2
Program objectives	2
Timeline	2
Eligibility	3
Application process	3
Career Coaching	3
Period of Grant	4
Grant use	4
Extraordinary carer support.....	4
Selection process	5
Definitions	5
Further information	6
Appendix A – Application form	7

INTRODUCTION



Dr Katie Leach, 2016 recipient of an Advancing Women's Research Success Grant, Faculty of Pharmacy and Pharmaceutical Sciences

Monash University has a long-standing commitment to gender equity and increasing the representation of women in senior academic roles. The *Advancing Women's Research Success Grant* program supports the career progression of early to mid-career high-potential female academic staff with significant caring responsibilities and assists the University in fostering talent to progress women to senior roles within the academy.

The *Advancing Women's Research Success Grant* program acknowledges that women may experience significant tension between academic success and family commitments. Parental leave breaks and times of intense caring responsibilities associated with young children and/or other dependents can result in diminished research productivity. This in turn, may affect advancement to senior levels where a strong research profile is required.

By providing funding at a critical career time this initiative aims to reduce the impact of career breaks and/or intense caring responsibilities on research productivity.

Grant awardees receive funds to support a range of research activities so that they can maintain or enhance the momentum of their research productivity and strengthen their research profile.

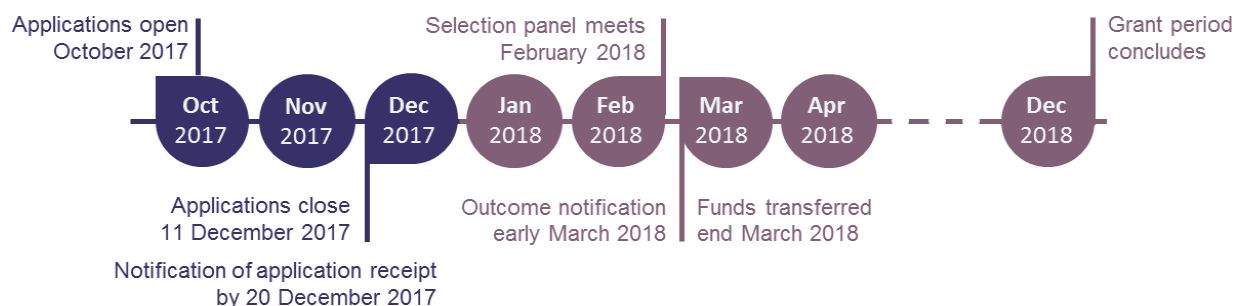
The grant also offers professional career coaching to assist awardees with their long-term research career plans.

PROGRAM OBJECTIVES

The objectives of the *Advancing Women's Research Success Grant* program are to:

- retain outstanding early and mid-career female researchers;
- build a leadership pipeline of academic women for senior roles at the University;
- support career progression of early to mid-career high potential female academics; and
- reduce the impact of career breaks and/or intense caring responsibilities on research productivity and on career advancement of academic women;

TIMELINE



ELIGIBILITY

- Current Monash University academic staff members;
- employed at Level B or Level C (full-time or part-time)¹;
- a female primary care giver (see *Definitions on p.5*) during the period of the grant (1 April – 31 December 2018);
- in an ongoing appointment or a fixed-term employment contract which expires no earlier than 31 December 2018²;
- in a Teaching and Research, Education-focused or Research Only position³;
- employed at one of the Australian locations of Monash University;
- hold a PhD.

Note: Recipients of the 2017 Advancing Women's Research Success Grant are not eligible to apply this year. Please contact awrs-grant@monash.edu to seek clarification if needed.

APPLICATION PROCESS

Applicants must complete an online form at: monash.edu/gender-equity/programs/awrs-grants.

All application questions can be viewed in Appendix A of this document.

In their application, applicants must:

- provide details of their employment at Monash University
- provide a succinct summary of their research career, research achievements and state whether they are currently in receipt of any other research grants of funding;
- explain how they intend to use the *Advancing Women's Research Success Grant* and how this will enhance their research productivity and/or strengthen their research profile, including expected outcomes;
- provide a brief budget outline, which demonstrates that the proposed items/activities are carefully planned and ultimately feasible;
- provide details of family/carer responsibilities and any career interruptions they have had due to these responsibilities, including details of any periods of parental leave and reduced work fractions;
- upload supporting material as part of the 2018 AWRSG application (CV – max. 2 pages; list of publications, awards from Pure; other evidence if required);
- include their supervisor's details to confirm their support for the application.

It is highly recommended that prior to submitting, applicants seek feedback on their application from the relevant Head of School/Department and/or other colleagues.

The closing date for applications is **Monday 11 December 2017 at 5pm.**

Applicants will receive an email confirming receipt of their application by **20 December 2017.**

Results of the selection process will be announced by early **March 2018.**

CAREER COACHING

Professional career coaching represents an optional component of the Advancing Women's Research Success Grant program. Applicants are asked to indicate whether they would like to participate in **professional career coaching.**

¹ Level A staff can apply for AWRSG grant if seeking promotion to Level B but must be Level B as at 12 February 2018.

² If a contract ends sooner than 31 December 2018, eligibility can be attained by the provision of a supporting evidence stating that a contract renewal is expected and that it will cover the period up to the 31 December 2018. This statement, completed by relevant supervisor, must be uploaded as part of the application process.

³ This includes post-doctoral fellows but excludes Adjunct positions.

Grant recipients have the opportunity to participate in a series of coaching sessions with an executive coach who has an experience in leadership and academia. As part of the professional coaching service, participants will be able to discuss their long-term career goals and identify the development areas most important to them (e.g. balancing personal and career needs; influencing people; navigating change; developing leadership; reducing stress etc.).

This service is valued at over \$2,000 per participant and is in addition to the awarded amount.

Feedback from past participants:

“

The coaching component was outstanding... It inspired me to aim so much higher than I ever had before. I learnt to be purposeful and found ways to overcome barriers to the advancement of my career, especially balancing caring responsibilities.

“

The coaching sessions were amazing. They have proven to be the single most important part of receiving this award. The advice and change in my way of thinking that I developed from the coaching process still serve me to this day. I attribute much of my following success to this shift in perspective.

”

”

PERIOD OF GRANT

Recipients of 2018 *Advancing Women's Research Success Grant* are required to use the grant monies before 31 December 2018.

GRANT USE

The maximum amount awarded to each recipient of 2018 *Advancing Women's Research Success Grant* is \$11,000.

The *Advancing Women's Research Success Grant* aims to promote research excellence and has been designed to offer a degree of flexibility in terms of its use.

The research funds can be used to purchase:

- research assistance (e.g. data collection and rudimentary analysis; excl. literature review or writing manuscripts);
- travel for research purposes (e.g. field trips, visits to archival sources);
- research collaboration (e.g. bring a fellow researcher to Melbourne);
- teaching relief or relief from other duties (e.g. unit/course coordination)⁴;
- professional development (e.g. participation in training courses);
- “extraordinary carer support” associated with attending and/or participating in conferences, workshops or other research activities (*max. \$2,000 - please see below for further details regarding this category*);
- other direct research costs that may not be funded by the faculty.

EXTRAORDINARY CARER SUPPORT

Each recipient can use **up to \$2,000** of their \$11,000 research funds (or their awarded amount) to cover ‘extraordinary carer support costs’ associated with travel for research purposes such as attending and/or participating in prestigious national and/or international conferences, workshops or symposia, essential to a research program.

These funds cannot be used for normal care costs such as ongoing childcare fees but are available for **additional care costs** associated with time away from the person/s who is otherwise being cared for by the grant recipient. Such costs can include:

- airfare for a child so that they can be with their primary carer (grant recipient) who is attending a conference;

⁴ Applicants requesting funds for teaching relief must confirm they have discussed this intention with their Head of School/Department

- airfare for family relatives to care for a child at home while the primary carer (grant recipient) is away for research purposes;
- before and after school care for children while their primary carer (grant recipient) is away for research purposes;
- employment of a carer for an aged parent while the staff member is attending a conference.

Please note that any funds used for extraordinary carer costs will incur **Fringe Benefit Tax (FBT)**⁵ which must be paid for from the \$11,000 allocated for research activities. **Costs including FBT must not total more than \$11,000.**

The percentage to be added for the FBT rates for the 2017/2018 FBT year are as follows:

Expense type	FBT	Example
GST inclusive costs (costs incurred in Australia)	97.78%	Example: \$100.00 expense will have a further \$97.78 of FBT added.
GST exclusive expenses (overseas expenses incl. airfares)	88.68%	Example: \$100.00 expense will have a further \$88.68 of FBT added.

SELECTION PROCESS

Due to the limited number of grants available, a competitive selection process will take place.

All eligible applications will be assessed by the Advancing Women's Research Success Grant Selection Committee (Committee).

Prior to the meeting of the Committee:

- all eligible applications will be forwarded to the respective Associate/Deputy Dean (Research) within each faculty in order to be ranked on a comparative basis against the selection criteria. These rankings will then be taken into consideration during the selection process by the Committee.
- supervisors will be contacted to briefly comment on the applicants' research potential. This information will be forwarded to the Committee to assist them during the selection process.

The Committee will assess applications against the key selection criteria:

- evidence of high research achievement, relative to opportunity;
- the likelihood that the grant would enable the applicant to maintain or improve their research track record and thus address the impact of career interruptions due to primary carer responsibilities;
- feasibility of the proposed budget;
- strong potential for career progression.

In discussing individual applications, the Committee may, on a confidential basis, consult with the relevant Dean, Associate Dean or Head of Department.

DEFINITIONS

Career interruption/Career break involves a prolonged disruption to an applicant's capacity to work, for example due to carer responsibilities including parental leave and care for immediate family. The interruption will involve a continuous absence from work for periods of one month or greater and/or a long-term partial return to work (e.g. part-time absences from work due to circumstances classified as career interruptions).

⁵ For further information on FBT, please visit the Taxation webpage or contact Kelly Johns, Assistant Tax Accountant, Corporate Finance on ext. 56326.

Primary Care Giver is a person who has primary and sustained responsibility for the care of a family member who is a dependant including children under the age of 18 years, elderly parents, other relatives or family members and other relatives with a disability or chronic medical condition.

FURTHER INFORMATION

Please direct all enquiries regarding the 2018 *Advancing Women's Research Success Grant* program to awrs-grant@monash.edu or telephone Natalie Czerniawski, Senior Advisor, Policy and Staff Equity, Monash HR on 990 29915.

APPENDIX A – Application form

Section 1: Details of Applicant

Title _____
First name _____
Last name _____
Staff ID _____
Faculty _____
School or Department _____
Location _____
Phone number _____
Monash email _____

What is your employment type?

What is your academic level?

What is your current work fraction?

What is your employment mode?

If fixed term: Expiry date of your fixed-term contract:

Section 2: Eligibility

Item 2.1

Please confirm if you are a primary carer. (Yes/No)

Item 2.2

In what year were you awarded your PhD?

Item 2.3

Have you previously received an Advancing Women's Research Success Grant?

If yes: In what year/s did you receive the AWRS Grant?

Section 3: Research Profile

Item 3.1

Please provide a succinct summary of your research career, suited to a non-discipline specialist reader, and list your main achievements such as key publications, external funding, conferences, editorial boards, supervisions, etc. (Max. 1400 characters, approx. 250 words)

Reminder: Full list of publications from Pure must accompany your application.

Item 3.2

Are you currently in receipt of any internal research funding? *(Please include any funding received in 2017).* Please provide details of your internal research funding.

Item 3.3

Are you currently in receipt of any external research funding? *(Please include any funding received in 2017).* Please provide details of your external research funding.

Item 3.4

Are you currently in receipt of any Fellowship? Please provide details of your external Fellowship.

Section 4: Proposed Use of Funds**Item 4.1****Funding amount sought**

Full amount of \$11,000/Partial amount (please specify).

Item 4.2

As part of the funding amount, are you seeking to use up to \$2000 to cover 'extraordinary carer support' expenses? Note that your total expenditure including the cost of extraordinary supported and associated Fringe Benefit Tax (refer to Grant Guidelines) must not equal more than \$11,000.

What is the total amount sought for extraordinary carer support (max. \$2000) and associated Fringe Benefit Tax?

Extraordinary carer support: \$ _____

Fringe Benefit Tax: \$ _____

Total: \$ _____

Please elaborate on what type of extraordinary care costs should be covered and why. Provide a breakdown of costs to illustrate budget feasibility and to demonstrate planning. For further information on how funds can be used within this category please refer to Grant Guidelines.

Item 4.3

Research Activities - Please indicate for what activity/activities you intend to use the funds. To do this, either select a category from a drop down menu that best describes the proposed research activity (Research assistance/Travel for research purposes/Research collaboration/Teaching or administrative relief/Professional development) or select 'other' and describe.

Each proposed activity must include a simple budget outline to demonstrate a sufficient degree of planning. E.g. employing a research assistant, at HEW 4 at \$.37.41 loaded casual hourly rate, 10 hours a week over a period of 20 weeks, total amount \$ 7,482.

Note: If you are intending to use funds for teaching or administrative relief please ensure you have discussed this intention with your Head of School/Department.

Proposed funded Activity 1

Sought amount for Activity 1:

Please provide a simple budget outline for the proposed Activity 1:

Proposed funded Activity 2:

Sought amount for Activity 2:

Please provide a simple budget outline for the proposed Activity 2:

Proposed funded Activity 3

Sought amount for Activity 3:

Please provide a simple budget outline for the proposed Activity 3:

Proposed funded Activity 4:

Sought amount for Activity 4:

Please provide a simple budget outline for the proposed Activity 4:

Proposed funded Activity 5:

Sought amount for Activity 5:

Please provide a simple budget outline for the proposed Activity 5:

Budget Summary

Please complete the table below to ensure your proposed budget **does not exceed \$11,000**. Enter figures for all that apply.

Extraordinary Carer Support:	\$ _____
FBT associated with Extraordinary Carer Support:	\$ _____
Activity 1	\$ _____
Activity 2	\$ _____
Activity 3	\$ _____
Activity 4	\$ _____
Activity 5	\$ _____
Total:	\$ _____

If have indicated above that you are seeking funds for teaching or administrative relief. Please confirm you have discussed your intention with your Head of School/Department.

Item 4.4

Please elaborate further on the purpose of the proposed research **activities** (e.g. in what ways you will utilise a research assistant) and how your proposed expenditure of funds is going to enhance your research productivity and thus contribute back to Monash. Please include expected research outcomes. (Max. 1400 characters approx. 250 words)

Item 4.5

Optional coaching component - Would you like to participate in career coaching? (Yes/No)

Section 5: Primary Carer Responsibilities and Career Interruptions**Item 5.1**

I am a primary carer of (e.g. "two children, age 2 and 6"; "a family member with a disability").

Item 5.2

Please provide details of your most recent career break due to responsibilities associated with being a primary carer. Start date (dd/mm/yyyy) - End date (dd/mm/yyyy)

What type of career break was it? (E.g. parental leave)

Item 5.3

Please provide any additional details associated with your family/carers responsibilities. You may wish to list any other career interruptions you have had since January 2013, including details of any periods of parental leave and reduced work fractions. Selection Committee will then consider your research achievements in light of these circumstances - see *Assessing Achievement Relative to Opportunity* for further information. (Max. 1400 characters approx. 250 words)

Section 6: Supporting Material/ Attachments

Item 6.1

Curriculum Vitae - Please upload your CV, including details of employment history, positions of leadership, academic distinctions, prizes and awards. **Maximum 2 pages.**

Item 6.2

Research output - Please upload a summary of your research output from Pure, including a full list of publications.

Item 6.3

Other evidence - Upload other evidence (where applicable), such as expected renewal of fixed-term contract.

Item 6.4

Supervisor support - Your supervisor will be contacted to briefly comment on your research potential. Please provide your supervisor's details below.

Title_____

First name_____

Last name_____

Job position_____

School/department_____

Monash email address_____

Monash phone number_____

This concludes the application form.