

# ADVANCING WOMEN'S SUCCESS GRANT

## 2024 GUIDELINES FOR APPLICANTS

Closing date: Friday 15 December 2023, 6.00 pm

[Online application lodgement via website](#)

### CONTENTS

1. INTRODUCTION.....	2
2. PROGRAM OBJECTIVES .....	2
3. TIMELINE.....	2
4. ELIGIBILITY .....	2
5. APPLICATION PROCESS.....	3
6. CAREER COACHING.....	4
7. PERIOD OF GRANT .....	4
8. GRANT USE .....	4
8B. EXTRAORDINARY CARER SUPPORT.....	5
8C. FRINGE BENEFIT TAX .....	6
9. SELECTION PROCESS .....	6
10. DEFINITIONS .....	6
11. FURTHER INFORMATION.....	7

## 1. INTRODUCTION

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

The *Advancing Women's 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 impact on their academic success.

This initiative aims to reduce the impact associated with caregiving breaks or disruptions by providing funding at critical career points. Grant awardees receive funds to support a range of academic activities and professional development so that they can maintain or enhance the momentum of their productivity and strengthen their academic profile.

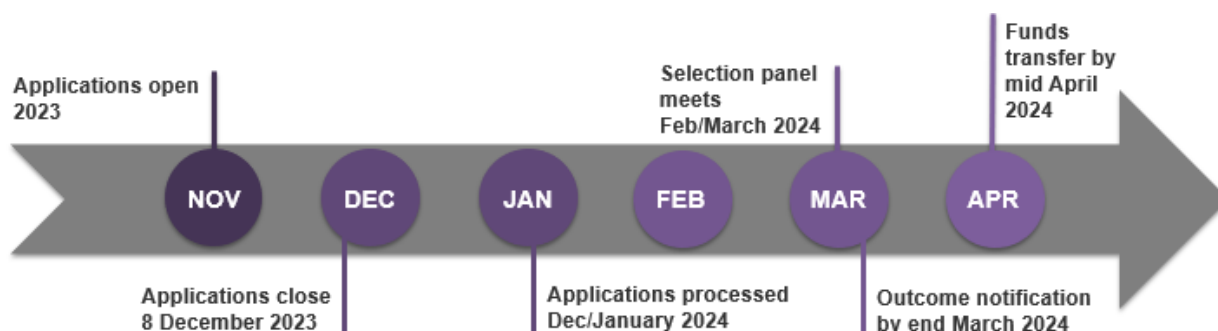
The grant also offers professional career coaching to assist awardees with their long-term career planning.

## 2. PROGRAM OBJECTIVES

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

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

## 3. TIMELINE



## 4. ELIGIBILITY

- Current Monash University academic staff member in a Teaching and Research, Education-focused, Practice or Research Only position<sup>1</sup> who is employed at Level B or Level C as at 31 January 2024 at one of the Australian locations of Monash University;
- Full-time or part-time (minimum appointment at 0.4 fraction) in an ongoing appointment or a fixed-term employment contract which expires no earlier than 31 December 2024; and
  - If a contract ends sooner than 31 December 2024, eligibility can be attained by the provision of a supporting evidence stating that a contract renewal is expected and that it will cover the

<sup>1</sup> This includes post-doctoral fellows but excludes Adjunct positions

period up to 31 December 2024. This statement, completed by relevant supervisor, must be uploaded as part of the application process

- A woman who is, or expects to be, a carer (see *Definitions, item 10*) in 2024.

**Note:** Recipients of the 2023 Advancing Women's Success Grant are not eligible to apply this year if their awarded funds exceeded \$5,500. Please contact [AWS-grant@monash.edu](mailto:AWS-grant@monash.edu) to seek clarification if needed.

## 5. APPLICATION PROCESS

Applicants must:

1. complete the Advancing Women's Success Grant 2024 application form available on the [Advancing Women's Success Grant website](#) during the grant open period;
2. prepare attachments (below); and
3. complete an online lodgement process. Link to the online lodgement portal is available on the Advancing Women's Success Grant website during the period when applications are open.

In their application, applicants must:

- confirm details of their employment at Monash University;
- provide a succinct summary of their academic career, and key achievements;
- outline how they intend to use the *Advancing Women's Success Grant* **and** how this will enhance their productivity and/or strengthen their academic profile, including expected outcomes for the University;
- provide a brief budget outline;
- provide opportunity to include relevant family/caring responsibilities and any career interruptions or disruptions they may have had due to these responsibilities, including details of any periods of parental leave and reduced work fractions;
- include their supervisor's contact details (and confirmation that the supervisor has been advised of their application); and
- upload all the supporting material listed here:

- **Curriculum Vitae**

This must be provided in PDF format and **maximum of two pages**. Use naming convention YourSurname\_FirstName\_CV.pdf. Outputs and awards are listed separately. If the CV exceeds the two-page limit additional pages will not be forwarded to the selection panel; and

- **Academic outputs and awards (Pure)**

Provide 2 Pure reports:

- a list of outputs (as a report from Pure in PDF format), listing publications in chronological order for the last five (5) years, adjusted for any career disruption (i.e., if you have had parental/carer's leave for 12 months in the last 5 years, 6 years of outputs may be provided)\*
- a list of awards, if applicable (as a report from Pure in PDF format).\*

\*If you require assistance in generating these reports or claiming a research output in the system please contact [myresearch@monash.edu](mailto:myresearch@monash.edu) or phone 03 9903 4777

- **List of nominated outputs**

On a separate page, attach a list up to four (4) nominated outputs (please include: all authors, title, and publisher, or exhibition details, or patent/commercial development, policy details, or guideline details) that best highlight your work and rationale for their selection.

Where relevant, please include information about exploring other sources of funding first – i.e. by confirming you sought these funds from your supervisor or Head of Unit first and why this was not possible. This is particularly applicable for travel costs, professional development as well as 'other direct costs' your department was not able to fund.

It is highly recommended that prior to submitting, applicants seek feedback on their application and proposed use of funds from their Head of School/Department/Unit and/or other colleagues. Contacting the local finance contact for assistance with costing is also recommended.

## 6. CAREER COACHING

Professional career coaching represents an optional component of the Advancing Women's Success Grant.

Grant recipients have the opportunity to participate in a series of coaching sessions. 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 \$3,000 per participant and is covered in addition to the awarded amount.

“

*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.*

”

”

## 7. PERIOD OF GRANT

Recipients of 2024 *Advancing Women's Research Success Grant* are required to use the grant monies by 31 December 2024.

## 8. GRANT USE

The maximum amount available to each recipient is \$11,000.

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

The funds can be used to purchase:

- research assistance (e.g. data collection and analysis; excluding literature review or writing manuscripts);<sup>2</sup>
- “extraordinary carer support” (max. \$3,000 - please see section 8b for further details regarding this category);
- academic collaboration;
- teaching relief or relief from other duties (e.g. unit/course coordination, marking);<sup>3</sup>

---

<sup>2</sup> Applicants requesting funds for research assistance must confirm they have discussed this intention with their Head of School/Department/Unit and have obtained in principle support. Heads may be involved in identifying suitable resources for research assistance.

<sup>3</sup> Applicants requesting funds for teaching relief must confirm they have discussed this intention with their Head of School/Department/Unit and have obtained in principle support. Heads may be involved in re-allocating teaching. Teaching relief cannot be supported for Semester 1 2024 because successful applicants will only receive their funds in April 2024.

- travel for educational development and research purposes (e.g., field trips, visits to archival sources) where other funding sources are unavailable;
- professional development / training / upskilling;<sup>4</sup>
- access to editorial and/or external grant funding application review services via an approved provider (e.g. engaging professional external consultancy for assistance with an external grant application).

For a quote or further information in accessing services with an approved provider who has a contract with Monash University, contact Anthea Hall, Staff Equity, Diversity and Inclusion; and

- other direct research costs not funded by the applicant's department.<sup>5</sup>

Applicants planning to use the awarded funds towards research assistance and/or teaching relief must discuss this intention with their Head of School/Department/Unit and have obtained in-principle support. Heads may be involved in re-allocating teaching and/or identifying suitable resources for research assistance.

Note: If circumstances change and recipients are unable to utilise funds as stated in their application they are required to contact Staff Equity, Diversity and Inclusion at [aws-grant@monash.edu](mailto:aws-grant@monash.edu) to outline any proposed changes to how they will utilise grant monies. While there is flexibility in regards to the grant use, as outlined in this section, changes to the approved usage of funds must be reviewed by the Chair of the selection committee.

## 8B. EXTRAORDINARY CARER SUPPORT

Up to **\$3,000** of the total \$11,000 can be requested to cover 'extraordinary carer support'. These are **additional** costs associated with caring for dependents to enable applicant's participation in planned academic or development activities.

These funds cannot be used for normal carer costs; this support is intended to cover the cost of extra services that are expected to be temporary, requested for a specific purpose, and/or for a set period of time and do not form a part of the applicant's regular service such as ongoing childcare enrolment.

Applicants should outline how utilising this grant component is going to support their academic or development activities that otherwise would be challenging to undertake.

Examples of Extraordinary Carer Support:

- Travel costs for dependents or for their alternate care giver that enable the grant recipient to undertake their planned academic (including research and collaboration) activities or professional development;
- Outside school hours carer services;
- Occasional / casual childcare services; and/or
- Aged care support / carer support services.

Note that this type of proposed activity, if involving childcare cost, would anticipate a tax invoice (eg. a service provided by an individual/company/organisation with an ABN).

---

<sup>4</sup> If you are intending to use funds for professional development, training or upskilling, please confirm that you first sought this support from your supervisor / Head of School and were unsuccessful.

<sup>5</sup> Before selecting this category, you should first explore accessing funding through your faculty/department/unit and then briefly explain why your faculty/department/unit are unable to cover these costs.

## 8C. FRINGE BENEFIT TAX

Please note that any funds used for extraordinary carer support costs will incur **Fringe Benefit Tax (FBT)**<sup>6</sup> which must be paid for from the \$11,000 allocated for research activities. **Costs including FBT must not total more than \$11,000.**

Current FBT rates are as follows:

Expense type	FBT	Example
GST inclusive costs (e.g., most costs incurred in Australia)	97.77%	Example: \$100.00 expense will have a further \$97.77 of FBT added. Total University cost/cost to grant \$197.77.
GST-Free expenses (e.g., overseas expenses incl. airfares)	88.68%	Example: \$100.00 expense will have a further \$88.68 of FBT added. Total University cost/cost to grant \$188.68.

Staff should seek independent financial advice for FBT tax implications for individual circumstances, noting that FBT may increase their taxable salary.

## 9. SELECTION PROCESS

All eligible applications will be assessed by the Women's Academic Advancement Committee.

The Committee will assess applications against the key selection criteria:

- evidence of high research achievement and/or high achievement in education, relative to opportunity;
- likelihood that the grant would enable the applicant to enhance their academic success and thus address the impact of career interruptions/caregiving disruptions/ carer responsibilities;
- feasibility of the proposed budget and that no other source of funding is available;
- strong potential for career progression.

The Committee may, on a confidential basis, consult with the relevant Dean, Associate Dean or Head of Department/Unit regarding individual applications.

## 10. DEFINITIONS

**A Carer** is a person who has responsibility for the care of a family member who is a dependent including children under the age of 18 years and/or completing their secondary education, elderly parent or other relative with a disability or chronic medical condition. This also includes foster carers.

**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).

**Caregiving or other disruption** covers a range of circumstances that can be difficult to predict or control, can be challenging to quantify but have a potentially negative impact on the applicant's capacity to demonstrate their full potential. Examples include caring for a family member, including periods of illness, disruption to established caregiving arrangements (i.e. due to closures of childcare centres); supporting family members through medical treatments, therapy, family violence, as well as other direct or indirect disruptions to the applicant such as

<sup>6</sup> For further information please visit the [FBT information page](#) on the Monash intranet or contact [finance-fbthelp@monash.edu](mailto:finance-fbthelp@monash.edu)

relocation, laboratory relocation or closures, illness, experiencing family violence or loss of support previously available to the applicant (i.e., live-in carers; partner) and similar.

## **11. FURTHER INFORMATION**

Please direct all enquiries, including queries regarding the application and selection process, to [aws-grant@monash.edu](mailto:aws-grant@monash.edu) or telephone Anthea Hall, Staff Equity, Diversity and Inclusion, Monash HR on 990 29915.